

## AGENDA

### MUNDELEIN ECONOMIC DEVELOPMENT COMMISSION MEETING

May 22, 2025 - 7:30 AM  
Village Hall - Board Room  
300 Plaza Circle, Mundelein, IL 60060

- I. CALL TO ORDER
- II. ATTENDANCE
- III. ADDITIONS OR DELETIONS TO AGENDA
- IV. PUBLIC COMMENTARY
- V. MINUTES APPROVAL
  - A. Approval of the April 24, 2025 Minutes
- VI. NEW BUSINESS
  - A. Mundelein Grand Prix
  - B. EDC Tabling Opportunities

The EDC should review the available options and determine whether they will participate, in order to coordinate logistics and purchase promotional materials and/or giveaways.
- VII. OLD BUSINESS
  - A. Great Lakes Naval Base Welcome Packet/Pamphlet

The EDC should review the available options and determine whether to proceed with the project.
  - B. Micro Shops at Mundelein
  - C. 2025 Summer Business Mixer

Commissioners should continue to promote the event.

D. Mandatory Use of Village-Issued Email for Commissioners

Commissioners should reach out to Jennifer Marshall for any login issues.

VIII. COMMITTEE UPDATES

- A. Recognize (Robert Kalicki, Vacancy)
- B. Advise (Michael Decker, Raymond Jackson)
- C. Attract (Ed Streb, Sarah Mital)
- D. Retain (Angela Trillhaase, Miguel Echevarria)
- E. Educate (Virginia Gibbs, Laurie Lowry)

IX. OTHER REPORTS

- A. Village Board Committee Assignments
- B. Economic Development Commission Opening
- C. Free Business Advertising Opportunity

X. VILLAGE PROJECT UPDATES

XI. NEXT REGULARLY SCHEDULED MEETING, TBD

XII. 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 Economic Development Commission was held on April 24, 2025. Chairperson Decker called the meeting to order at 7:35 AM.

**ATTENDANCE**

**Commission Attendance:**

**Present:** Chairman Decker, Commissioner Streb, Commissioner Lowry, Commissioner Kalicki, Commissioner Grieco, Commissioner Gibbs, Commissioner Jackson

**Absent:** Commissioner Mitial, Commissioner Trillhaase, Commissioner Echeverria

**Also Present:** Amanda Orenchuk, Director of Community Development; Isabel Guadarrama, Senior Planner; and Jessica Marvin, Associate Planner

**ADDITIONS OR DELETIONS TO AGENDA**

There were no additions or deletions to the agenda.

**PUBLIC COMMENTARY**

Signs U Work, a home-based business in Mundelein, expressed interest in attending the Economic Development Commission (EDC) meeting to explore how the EDC can assist his business.

**PRESENTATIONS**

**Certificate of Recognition**

M. Decker recognized J. Grieco for her five years of service on the Economic Development Commission (EDC) and congratulated her on being elected to the Mundelein Village Board as a Trustee. He also thanked T. Wilson for serving as Chair of the Community and Economic Development Committee and for assisting the EDC with multiple projects and events.

**MINUTES APPROVAL**

**Approval of the March 27, 2025 Minutes**

**Motion** by E. Streb, seconded by R. Jackson to approve the March 27, 2025 meeting minutes.

<b>RESULT:</b>	<b>Passed [Yes 7, No 0, Abstained 0]</b>
<b>MOVER:</b>	Commissioner Edward Streb

<b>SECONDER:</b>	Commissioner Raymond Jackson
<b>AYES:</b>	Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Jennifer Grieco, Virginia Gibbs, Raymond Jackson
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None

**NEW BUSINESS**

There was no new business.

**OLD BUSINESS**

**2025 Spring Mixer**

L. Lowry informed the Commission about the upcoming Spring Mixer event, including the event agenda. The Spring Mixer will follow a format similar to the Back to Business Fall Mixer. It is scheduled for Thursday, June 26, 2025, from 5:30 to 7:30 PM on the South Patio of the Mundelein Village Hall. In case of rain, the event will be moved indoors to the Village Board Room. She noted that as the event date approaches, she will have additional assignments for Commission members.

**Motion** by E. Streb, seconded by V. Gibbs to approve \$1,500 for the Spring Mixer Event.

<b>RESULT:</b>	<b>Passed [Yes 7, No 0, Abstained 0]</b>
<b>MOVER:</b>	Commissioner Edward Streb
<b>SECONDER:</b>	Commissioner Virginia Gibbs
<b>AYES:</b>	Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Jennifer Grieco, Virginia Gibbs, Raymond Jackson
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None

**Great Lakes Naval Base Welcome Packet/Pamphlet**

The Commission realized that the cost for promoting Mundelein was more than their budget allowed. The Commission suggested patterning with the local hotels and motel as they get some of the business already. They suggested to continue the item in the May 22, 2025 EDC meeting.

**Micro Shops at Mundelein**

The subcommittee (E. Streb, L. Lowry, and S. Mital) provided an update to the Commission and will continue to meet monthly to further discuss the project. The

subcommittee will be taking a field trip to the McHenry Riverwalk Shoppes on May 2, 2025. The Committee will be presenting the project to the Board to ask for permission to continue with the research and form a larger committee with potential partners.

**Motion** by R. Jackson, seconded by J. Grieco, to approve the subcommittee to request \$10,000 from the Village Board and to establish an 8–10 person committee to further research the feasibility of the Micro Shops at Mundelein.

<b>RESULT:</b>	<b>[Yes 7, No 0, Abstained 0]</b>
<b>MOVER:</b>	Commissioner Raymond Jackson
<b>SECONDER:</b>	Commissioner Jennifer Grieco
<b>AYES:</b>	Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Jennifer Grieco, Virginia Gibbs, Raymond Jackson
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None

**COMMITTEE UPDATES**

**Recognize (Robert Kalicki, Jen Grieco)**

There were no updates.

**Advise (Michael Decker, Raymond Jackson)**

There were no updates.

**Attract (Ed Streb, Sarah Mital)**

E. Streb would like to attend the International Council of Shopping Centers (ICSC) conference again in the future.

**Retain (Angela Trillhaase, Miguel Echevarria)**

There were no updates.

**Educate (Virginia Gibbs, Laurie Lowry)**

The Educate Committee will actively promote the June Summer Mixer event.

**OTHER REPORTS**

**Update on New Commission Opening**

M. Decker and I. Guadarrama updated the Commission that they have received a few applications and have interviewed the potential candidates.

**VILLAGE PROJECT UPDATES**

I. Guadarrama updated the Commission on the residential development being constructed by Flaherty & Collins across the street from the Mundelein Village Hall.

**NEXT REGULARLY SCHEDULED MEETING, Thursday, May 22, 2025, at 7:30 AM**

**ADJOURNMENT**

**Motion** by R. Jackson, seconded by L. Lowry to adjourn the meeting.

<b>RESULT:</b>	<b>Passed [Yes 7, No 0, Abstained 0]</b>
<b>MOVER:</b>	Commissioner Raymond Jackson
<b>SECONDER:</b>	Commissioner Laurel Lowry
<b>AYES:</b>	Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Jennifer Grieco, Virginia Gibbs, Raymond Jackson
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None

The meeting was adjourned at 9:02 AM.  
Respectfully submitted,

Jessica Marvin, Associate Planner  
Recording Secretary

To: Commission Members

From: Isabel Guadarrama, Senior Planner  
Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of May 22, 2025

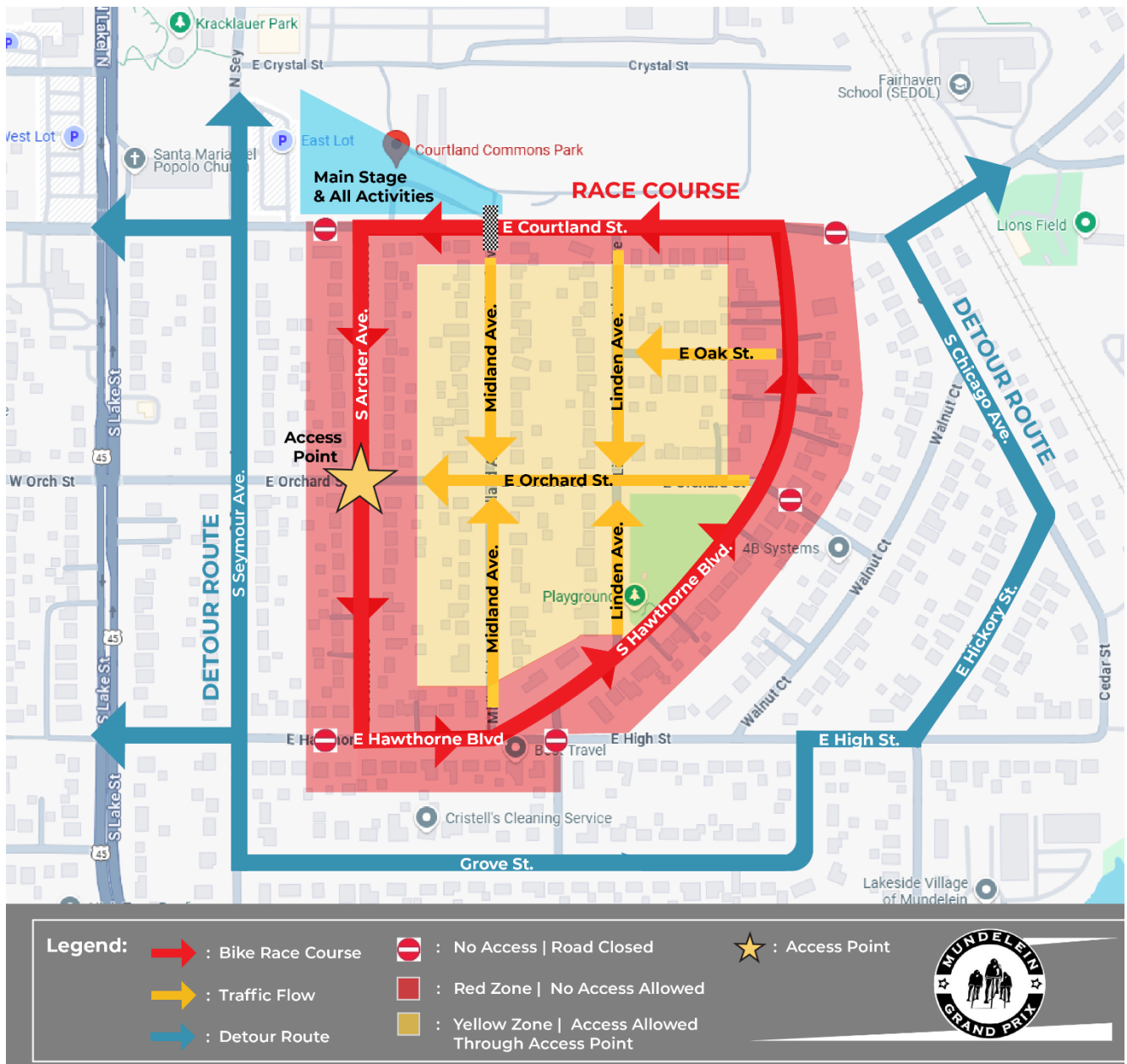
Subject: Mundelein Grand Prix

**Attachments:**

1. 2025 Sponsorship Kit - Final

**Background:**

We're excited to announce that the Mundelein Grand Prix is racing back to Mundelein for the fifth year on **Monday, July 21, 2025!** Due to the new residential development in the Village Hall Subdivision, the race course has been temporarily relocated for the next two years. The event will take place south of Courtland Commons, within the residential neighborhood, with the main stage and all activities located in Courtland Commons.



All households affected by the new race course location have been personally notified. Staff went door-to-door to 174 homes to inform residents of the change, and the majority of the feedback has been positive—many are thrilled to watch the bike race right from their doorstep! Staff also hosted an open house on May 14, 2025; however, no residents attended.



We're proud to share that **Tighthead Brewing Company** is returning as the title sponsor of this year's event. However, there are still many exciting sponsorship opportunities available for local businesses.

Mundelein businesses are encouraged to fill out the sponsorship kit, which provides information about the different sponsorship levels. This is a great opportunity to promote their business to a large audience. Depending on the sponsorship level, sponsors may be featured on the event poster, t-shirt, and koozies. All sponsors will also be highlighted on the Village's social media platforms before and the day of the event.

For more information about sponsorships, volunteering, or general event details, please contact Jessica Marvin at [jmarvin@mundelein.org](mailto:jmarvin@mundelein.org) or call 847-949-3247.

**Recommendation:**

# MUNDELEIN GRAND PRIX

Sponsorship Kit 2025

## MORE THAN A RACE



The Village of Mundelein is thrilled to bring professional and amateur bicycle racing back this summer. Residential streets will be transformed into an exhilarating racecourse for cyclists as part of the nationally-renowned Chicago Grit bike race series. A full community festival, free to all, will take place at Courtland Commons throughout the day. Inflatable games, chalk art, children's activities, beer garden, food vendors, and more will ensure the perfect day for families and avid cycling fans alike. Everyone is sure to be captivated by the thrill of watching racers lean into tight turns and fast straight-aways at speeds exceeding 30 mph! Amateur races begin in the morning, leading up to the signature men's and women's professional races in the evening.

"It's absolutely incredible to have this kind of enormous national level race series essentially in my backyard."

*- Moira Barrett, Resident*

"I have a feeling that with the course design and with the community support, we're going to be coming back out next year [to Mundelein] and hopefully for a long time."

*- Eric Stuck, Racer*

## EVENT AT A GLANCE

*Participants*

**400+**

Across 10 individual races for women and men, amateurs and professionals, and age categories, Not including the ~200 joining us for a community ride along the course.

*Spectators*

**2,000+**

Food vendors, activities for children, public art demonstrations, and live music ensure that this event is more than just a race: it's a community block party!

*Date*

**July 21, 2025.**

Event is part of a week-long series of races (the Chicago Grit) across Chicagoland from July 18 to 27, 2025 Races in Mundelein will be held from 10 AM to 9 PM.

# MUNDELEIN GRAND PRIX

## Sponsor Kit

### TITLE SPONSOR



*Presenting Sponsor*

### 'PRIMES'

Sponsorship of mid-race sprints where the winner of the lap gets a side prize called a 'Prime'. These segments of races create a surge of excitement right in the middle of the race. Half of the individual prime sponsorship dollars go to the racer and half to the event. Primes are available for all races except the junior levels.

### BEER GARDEN

Craft beer and other beverages available on tap in a dedicated area with tents, seating, and yard games. Your name will be used on event maps, signage at the entrance, and pre-event social media call outs.

Have something else in mind?

**JESSICA MARVIN**

VILLAGE OF MUNDELEIN

JMARVIN@MUNDELEIN.ORG

(847) 949 - 3247

## SPONSORSHIP LEVELS

### TITLE SPONSOR

Our most visible and prestigious opportunity. As Title Sponsor your business name will appear prominently throughout the event, most notably on the Start/Finish Line Banner. Additionally, your business name will be used in all pre-event publications (e.g. "The BUSINESS NAME Mundelein Grand Prix").

### PRESENTING SPONSOR

A **Secondary Title Sponsor** level. Your business name will feature prominently in most pre-race publications, earned media, and social media postings. Additionally, your name also will be featured on the Start/Finish Line Banner (e.g. "The TITLE SPONSOR Mundelein Grand Prix presented by YOUR BUSINESS").

### RACE SPONSORS

Sponsorship of an individual race. Your business name will be incorporated into the name of that race and used on the event program and by announcers.

- Pro Men / \$2,000
- Pro Women / \$2,000
- Community Ride / \$2,000
- Cat 2 or 3 / \$1,000
- Amateur Races / \$500

### OTHER OPPORTUNITIES

Many other Sponsorship opportunities available, including Pace Car, T-Shirts, Family Fun Area, and more. See Sponsorship Form for details.

Sponsor privileges include: a pre-event social media post, race day announcer call outs, signage on the event grounds, and link on the event website. Frequency and priority to be determined by contribution amount. Additional placement will be customized to each sponsorship level.

**2025**  
**Mundelein Grand Prix**  
**Sponsorship Form**

**SPONSOR INFO**

Name/Business: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Website: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

**SPONSORSHIP LEVEL**

**Title Sponsor**

The "YOUR BUSINESS NAME Mundelein Grand Prix". All mentions of the day's races will follow this format and use your business name in the title. Business name will be printed on an aerial banner across the Start/Finish line. Name printed on all event t-shirts, brochures, and other printed race materials. Reserved booth space in the starting area (or other preferred available location). Special call outs in pre-event social media and Village Newsletter posts. Additional race announcer call outs. Presenting Sponsor will be announced as "Title Sponsor Mundelein Grand Prix, Presented by PRESENTING SPONSOR". Presenting Sponsor will have reduced frequency of announcements compared to Title Sponsor.

- \$5,000 - Title Sponsor                       \$3,000 - Presenting Sponsor  
 \$7,000 - Sole Title/Presenting Sponsor

**Race Sponsors**

Sponsorship of one of the individual races. That race will be named after you or your business and used by announcers. Social Media callouts prior to the event, and placement on event signage.

- \$2,000 - Pro Men                                       \$500 - Cat 4 Men  
 \$2,000 - Pro Women                               \$500 - Cat 4/Novice Women  
 \$1,000 - Cat 2 Men                                       \$500 - Masters Age 50+/60+  
 \$1,000 - Cat 2/3 Women                               \$500 - Masters Age 40+  
 \$500 - Cat 3 Men                                       \$2,000 - Community Ride

**"Primes" (a.k.a. Mid-Race Sprints)**

Sponsor the prize money for mid-race sprints. Each race will have at least one mid-race sprint with a prize. Half of the sponsorship amount goes to the racer(s) who wins the sprint.

- \$500 - Pro Races (at least 2)                       \$250 - Amateur Races (at least 4)  
 \$300 - Cat 2/3 Races (at least 4)                       Other Amount \$ \_\_\_\_\_

**Other Sponsorship Levels (for custom sponsorship levels, use "Other" Line)**

- \$2,000 - Beer Garden                       \$1,000 - Pace Car                       \$150 - T-Shirt Ads  
 \$1,000 - Volunteer Booth                       \$1,000 - Media/Promotions                       Donation: \$ \_\_\_\_\_  
 Other: \$ \_\_\_\_\_                      Sponsorship

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of May 22, 2025

Subject: EDC Tabling Opportunities

**Attachments:**

None

**Background:**

In the past, the Village and various Commissions have successfully used public events as opportunities to engage with residents and share information about Village programs and initiatives. Looking ahead, two upcoming events present excellent opportunities for the Economic Development Commission (EDC) to connect with the community:

- Mundelein Farmers Market (Saturdays from June 7 to September 20)
- Mundelein Grand Prix (Monday, July 21)

If the EDC is interested in hosting a table at either of these events—or any future event—we can use the opportunity to promote several key initiatives, including:

- The Business Summer Mixer
- The BIG and STAR Grants
- Available Vacant Spaces in the community
- And of course, the work of the EDC itself!

These events provide a valuable chance for Mundelein residents and local business owners to meet the EDC, ask questions, and learn more about the Commission's efforts to support economic development in the Village.

The Farmer's Market has several themed dates scheduled, some of which align well with the EDC's mission and outreach goals. The following dates may be of particular interest:

- July 19: Gear Up for the Grand Prix

- August 2: Mundy Pride
- August 9: Back to School
- August 16: Vendor Appreciation Day
- September 13: Fiesta en el Mercado

Staff has already been in touch with the market coordinator, who has requested confirmation of which dates the EDC will be staffing. This will allow her to include our table in the event layout.

If the EDC commits to tabling on any of these dates, it's essential that at least one representative be present for the duration of the event.

**Recommendation:**

The EDC should review the available options and determine whether they will participate, in order to coordinate logistics and purchase promotional materials and/or giveaways.

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of May 22, 2025

Subject: Great Lakes Naval Base Welcome Packet/Pamphlet

**Attachments:**

None

**Background:**

At the April 24, 2025 Economic Development Commission (EDC) meeting, the Commission reviewed informational documents from Staff outlining advertising opportunities related to the Great Lakes Naval Station. The Naval Station is scheduled to host 49 graduation ceremonies in 2025, with an enrollment of approximately 15,000 students and 900 graduates per week. Each graduation attracts 2,000 to 4,000 family members, representing a significant opportunity to promote Mundelein as a destination for both visitors and future sailors.

During the discussion, Commissioners expressed strong interest in partnering with local hotels and motels to capitalize on this potential. However, the Commission agreed to defer further discussion to the next EDC meeting on May 22, 2025, to allow additional time for consideration and planning.

Should the Commission decide to move forward, Staff recommends forming a committee to engage potential partners and coordinate outreach efforts with interested businesses. The committee will present their project to the Village Board to seek support and potentially secure funding for printing and advertising costs.

**Recommendation:**

The EDC should review the available options and determine whether to proceed with the project.

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of May 22, 2025

Subject: 2025 Summer Business Mixer

**Attachments:**

None

**Background:**

The Committee continues to meet with staff to plan the 2025 Summer Mixer. Invitations for the event have been mailed to all local businesses. An additional 100 invitations are available for Commissioners to distribute during in-person visits. Staff can print more invitations if needed.

Applications for both the special events permit and the special event liquor license have been submitted. Next steps for the committee include finalizing the menu, contacting vendors, preparing speed networking questions, writing the event script, and promoting the event. Staff will continue advertising the event through emails and social media platforms.

**Recommendation:**

Commissioners should continue to promote the event.

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of May 22, 2025

Subject: Mandatory Use of Village-Issued Email for Commissioners

**Attachments:**

1. Commission Email Policy Acknowledgement Form
2. AD-24-42 - Commission Email Policy - 10.01.24

**Background:**

On October 24, 2024, Staff informed the Commission about the implementation of a new communication policy requiring all Commissioners to use their Village-issued Mundelein email accounts for official correspondence. This policy was established for the following key reasons:

- To ensure that Village business is no longer stored in personal email accounts
- To streamline the handling of FOIA (Freedom of Information Act) requests
- To maintain the privacy of personal email addresses
- To simplify email account management when members leave the Commission

Staff has observed that not all Commissioners are actively using their assigned Village email accounts. Please note that using the Village-issued email is an expected and essential part of your role as a Commissioner.

If you are experiencing any difficulty accessing your Village email, please contact Jennifer Marshall at (847) 949-3225. She is available to assist with login issues and password recovery.

In order to facilitate the transition, Staff will no longer send communications to personal email addresses. Therefore, it is essential that Commissioners check their Village-issued EDC email accounts regularly to stay informed about updates from Staff, residents, and businesses.

**Recommendation:**

Commissioners should reach out to Jennifer Marshall for any login issues.



**COMMISSION / COMMITTEE E-MAIL POLICY  
ACKNOWLEDGEMENT OF RECEIPT**

I, \_\_\_\_\_ (Commissioner Name) as a member of the  
\_\_\_\_\_ (Commission or Committee) hereby  
acknowledge receipt of the E-mail Policy and agree to abide by all of the Policy's  
provisions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

# 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	<a href="mailto:Jdoe.beautification@outlook.com">Jdoe.beautification@outlook.com</a>
Fire Pension	<a href="mailto:Jdoe.firepension@outlook.com">Jdoe.firepension@outlook.com</a>
Fire and Police	<a href="mailto:Jdoe.fireandpolice@outlook.com">Jdoe.fireandpolice@outlook.com</a>
Historical	<a href="mailto:Jdoe.historical@outlook.com">Jdoe.historical@outlook.com</a>
Mundelein Community Days	<a href="mailto:Jdoe.mcdc@outlook.com">Jdoe.mcdc@outlook.com</a>
Old #1 Fire Truck	<a href="mailto:Jdoe.old1@outlook.com">Jdoe.old1@outlook.com</a>
Police Pension	<a href="mailto:Jdoe.policepension@outlook.com">Jdoe.policepension@outlook.com</a>
Arts	<a href="mailto:Jdoe.arts@outlook.com">Jdoe.arts@outlook.com</a>
Economic Development	<a href="mailto:Jdoe.economic@outlook.com">Jdoe.economic@outlook.com</a>
Planning and Zoning	<a href="mailto:Jdoe.planandzone@outlook.com">Jdoe.planandzone@outlook.com</a>
Emergency Telephone System	<a href="mailto:Jdoe.emergency@outlook.com">Jdoe.emergency@outlook.com</a>

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: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of May 22, 2025

Subject: Village Board Committee Assignments

**Attachments:**

None

**Background:**

At the May 12, 2025, Village Board meeting, the newly elected Village Board was officially sworn in. With a new mayor taking office and three new Trustees joining the Board, committee assignments were updated for the 2025–2026 fiscal year.

As part of these changes, the Community and Economic Development Committee now includes the following members:

- **Trustee Juarez**, Chair
- **Trustee Grieco**, Vice Chair
- **Trustee Ugaste**, Member

Going forward, all agendas and related communications for the EDC will be directed to Chair Trustee Juarez.

**Recommendation:**

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of May 22, 2025

Subject: Economic Development Commission Opening

**Attachments:**

1. Commission Appointment Application

**Background:**

The Village is currently seeking applicants for an open position on the Economic Development Commission. If you know someone who would be a strong candidate, please encourage them to complete the Commission Appointment Application and email it to [jmarshall@mundelein.org](mailto:jmarshall@mundelein.org).

**Recommendation:**

# APPLICATION FOR APPOINTMENT TO A VILLAGE OF MUNDELEIN BOARD OR COMMISSION



300 Plaza Circle, Mundelein IL 60060 Phone: (847) 949-3200 Fax: (847) 949-0143 e-mail: info@mundelein.org

NAME:			
ADDRESS:		CITY:	STATE: ZIP:
PHONE:	E-MAIL:	YEARS AT PRESENT ADDRESS:	
EMPLOYER (NAME & ADDRESS):			
TYPE OF BUSINESS:			
<b>APPOINTMENT INTEREST:</b>			
<input type="checkbox"/> Economic Development Commission	<input type="checkbox"/> Mundelein Arts Commission	<input type="checkbox"/> Police Pension Board	
<input type="checkbox"/> Fire Pension Board	<input type="checkbox"/> Mundelein Community Days Commission	<input type="checkbox"/> Other Specify: _____	
<input type="checkbox"/> Fire and Police Commission	<input type="checkbox"/> Plan and Zoning Commission	_____	
<b>EDUCATION AND TRAINING</b>			
	Name and Location of Last School Attended	Major Field	Degree Conferred and Year
High School:			
Colleges:			
Business, Technical or Certificate Program:			
Professional Registration(s), License(s) and/or Certificate(s):			

Have you ever held an elected or appointed position?  Yes  No

If yes, please list (dates and positions held):

Experience or education you feel qualifies you for this Board or Commission:

Why are you interested in an appointment to this Board or Commission?

Have you ever been convicted of, placed on court supervision for, or entered into a deferred prosecution agreement for an offense other than a minor traffic violation?  Yes  No

Applicants may be subject to a limited background investigation.

\_\_\_\_\_  
Signature

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of May 22, 2025

Subject: Free Business Advertising Opportunity

**Attachments:**

1. MAF Purchase Award Form

**Background:**

Mundelein Community Connection (MCC) and the Mundelein Park & Recreation District are excited to host the annual Mundelein Arts Festival on Saturday, September 6, and Sunday, September 7, from 10 AM to 5 PM at Courtland Commons.

This event celebrates local artists, showcasing a wide variety of original artwork across multiple mediums. To further support the arts community and encourage local engagement, MCC is offering a special opportunity for businesses: Buy Art and Get FREE Advertising for Your Business. Participating businesses will have their name and logo prominently displayed at the artist's booth where the art was purchased, recognizing their support.

This presents another valuable opportunity for the Economic Development Commission to engage with and promote the Mundelein business community.

**Recommendation:**



Saturday Sept 6 and Sunday Sept 7, 2025  
10 am-5 pm  
Courtland Commons, Corner of E. Courtland St. & Seymour Ave.  
[mundeleincommunityconnection.org](http://mundeleincommunityconnection.org)

## BUY ART AND GET **FREE** ADVERTISING FOR YOUR BUSINESS



### What you get:

- A lovely piece of original art.
- Your business name and logo prominently displayed on a sign at the booth where the art is purchased. This is accompanied by a lovely Purchase Award Ribbon.
- Your business name listed on the website and a thank you on the Mundelein Fine Arts Festival Facebook page.
- A tax deduction. Art is tax deductible because it is considered office furniture.

### What you give:

- Support for the Village of Mundelein. Artists are attracted to shows with a high number of Purchase Awards. This grows the reputation of the show. Villages that have successful community events become a more desirable place to live and do business.
- Support for the arts community.
- Support for our economy by purchasing American-made art.

### How it works:

- Your company determines the amount of money to spend on an art purchase. This payment is sent to the Mundelein Community Connection.
- During the weekend of the festival, a representative from your company selects the artwork that matches the purchase sponsorship commitment. The amount may need to be adjusted to the actual cost of piece. (This difference is negotiated between the artist and the company representative.)
- The artist will display Purchase Award ribbon and booth sign with your company name and logo.
- A photo of artist and your company representative will be taken at the event and sent to your company for publicity purposes.

Hosted by Mundelein Community Connection (MCC) in partnership with Mundelein Park & Recreation District  
Mundelein Community Connection · [info@mundeleincommunityconnection.org](mailto:info@mundeleincommunityconnection.org) · 847.970.9235 ·  
[mundeleincommunityconnection.org](http://mundeleincommunityconnection.org)



Saturday Sept 6 and Sunday Sept 7, 2025  
 10 am-5 pm  
 Courtland Commons, Corner of E. Courtland St. & Seymour Ave.  
 mundeleincommunityconnection.org

## Mundelein Fine Arts Festival Purchase Award Form

Contact Name \_\_\_\_\_ Primary Phone \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Website Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

The festival opens at 10 am Saturday and Sunday. Please check at the Festival Headquarters at the Main Gate to receive information. Ribbons, proudly displayed by the artists, will be awarded for a purchase of \$100 or more. Any selections less than \$100 will not receive a ribbon.

A representative of our company will make the selection.

Please have a Mundelein Art Festival representative make our selection. Our preference is (select your top 3 categories:)

- |            |             |          |         |
|------------|-------------|----------|---------|
| Acrylic    | Photography | Metal    | Jewelry |
| Oil        | Mixed Media | Ceramics | Wood    |
| Watercolor | Leather     | Fiber    | Other   |
| Drawing    | Sculpture   | Glass    |         |

Please complete the following information and return no later than **AUGUST 1, 2025** to be included in our printed materials and our website. We will have a Purchase Award Ribbon for your selection with your business name indicated.

Thank you for your support.

Please make check payable to the Mundelein Community Connection. Please indicate Purchase Award on check and mail to:



Terry Skriba  
 Mundelein Community Connection  
 171 N. Archer Ave.  
 Mundelein, IL 60060