

**Mundelein Economic Development
Commission Meeting Minutes**

July 24, 2025

CALL TO ORDER

The meeting was called to order at 7:32 AM on Thursday, July 24, 2024, at the Mundelein Village Hall.

ATTENDANCE

Commission Attendance:

Present: Chairman Decker, Commissioner Streb, Commissioner Lowry, Commissioner Kalicki, Commissioner Mital, Commissioner Trillhaase, Commissioner Echeverria, Commissioner Gibbs, Commissioner Jackson, Commissioner Shutan

Absent:

Also Present: Isabel Guadarrama, Senior Planner; Erin Swanson, Administrative Assistant

Commissioner Trillhaase left at 9:06 AM.

ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTARY

Freedom Nguyen, Communications & Community Engagement Manager, informed the Commission that he is currently working on the Annual Marketing Plan. He encouraged the Commission to consider adding their events to the Mundelein calendar and also extended an invitation to collaborate on other EDC marketing initiatives.

MINUTES APPROVAL

Approval of the May 22, 2025 Minutes

Motion to approve the May 22, 2025, Economic Development Commission Regular Meeting Minutes.

RESULT:	Passed [Yes 10, No 0, Abstained 0]
MOVER:	Commissioner Angela Trillhaase
SECONDER:	Commissioner Edward Streb
AYES:	Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Sarah Mital, Angela Trillhaase, Miguel Echeverria, Virginia Gibbs, Raymond Jackson, David Shutan
NAYS:	None
ABSTAIN:	None

NEW BUSINESS

S.T.A.R. Grant Application - Smokin BBQ on 45

Motion to recommend approval of Smokin BBQ on 45 S.T.A.R. Grant application for an amount not to exceed \$1,500.

Danita Ward was present to inform the Commission about their project. Ms. Ward is seeking to replace the outdated lighting in the dining area with fixtures that are more modern and cost-effective. The existing lighting was inherited from the previous cellular business, and she noted that the current electric bills are high. She believes new fixtures would provide both aesthetic and financial benefits. Ms. Ward also mentioned that some customers have commented on the outdated lighting. The Commission clarified that while the contractor is local, their business is not located in Mundelein, based on the address listed on the quote.

RESULT:	Passed [Yes 10, No 0, Abstained 0]
MOVER:	Commissioner Edward Streb
SECONDER:	Commissioner Raymond Jackson
AYES:	Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Sarah Mitial, Angela Trillhaase, Miguel Echeverria, Virginia Gibbs, Raymond Jackson, David Shutan
NAYS:	None
ABSTAIN:	None

Chamber Membership Grant Application- Three Birds Yarn Studio

Motion to recommend approval of the Chamber Membership Grant application for an amount not to exceed \$200.

Chairman Decker informed the Commission that Three Birds Yarn Studio is a new business that has opened in Mundelein. Commissioner Lowry confirmed that the business operates a successful online store and is now transitioning to a brick-and-mortar location.

RESULT:	Passed [Yes 10, No 0, Abstained 0]
MOVER:	Commissioner Virginia Gibbs
SECONDER:	Commissioner Laurel Lowry
AYES:	Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Sarah Mitial, Angela Trillhaase, Miguel Echeverria, Virginia Gibbs, Raymond Jackson, David Shutan
NAYS:	None
ABSTAIN:	None

District Assignments

Chairman Decker informed the Commission about changes to district assignments. He explained that the request originated from District 1 representative, Commissioner Trillhaase, and expressed his support for the change. Chairman Decker noted that District 1 includes the Downtown area, and that it would be beneficial to have a representative who is also a member of Mundelein Community Connection (MCC) engaging with these centrally located businesses. He encouraged all Commissioners to bring forward any reassignment requests and to collaborate with one another to facilitate any desired changes.

Introductions

Chairman Decker gave a brief introduction of the newest commissioner, David Shutan, and gave him a moment to introduce himself.

Commissioner Shutan stated that he has been living in Mundelein since 2016. He grew up in the Highland Park area and briefly lived in Scottsdale, Arizona. He lives in Loch Lomond and wanted to get more involved in the community. He works for a company that offers software for government agencies.

The remaining commissioners introduced themselves to Commissioner Shutan.

OLD BUSINESS

2025 Summer Business Mixer

I. Guadarrama gave an overview of the event. The event was under budget. A survey was sent out. Although there were not many responses, the ones received were positive. Some recommended future topics included community population growth and business growth rates. Workshops and panel discussions were also recommended.

Commissioner Lowry suggested possibly moving the event indoors for next year. Proposed a tentative October date for the next mixer event. Suggested possible future event / social media seminar in the future.

Chairman Decker discussed the improved conversations when the group was relocated indoors. Commissioner Trillhaase agreed with productive discussions at the mixer. Commissioner Jackson reflected on positive observations of social media after the event.

Commissioner Lowry reviewed the calendar for the scheduling of the next event. She would like to look at mid-end of October and stated that Tighthouse may offer space

free of charge.

Chairman Decker asked I. Guadarrama to check the calendar for Village availability for the next event.

EDC Tabling Events

Chairman Decker discussed tabling events for the Grand Prix and the Farmers Market regarding foot traffic. Commissioner Trillhaase reviewed the dates of the upcoming farmers' markets and requested volunteers to staff the table. She also recommended splitting shifts in the future.

Chairman Decker discussed attending more public-facing events and discussed how the commission could offer more benefits to the public attending events.

Micro Shops at Mundelein

Commissioner Streb is planning to give a presentation on the Micro Shops to the Village Board. He reviewed the slide presentation on the prospective layout with Park Street and Lake Street options. Commissioner Streb also reviewed similar shops located in McHenry and Batavia and presented statistics on the conversion of the shops to larger brick and mortar businesses. McHenry was able to build their mini shops for under \$1,000,000.00, but this was partly because they utilized donated labor. Commissioner Streb stated that he plans to ask to Board to create a group to determine site, cost, and to initiate fund-raising.

Commissioner Jackson asked about fundraising plans. Commissioner Streb discussed a tentative plan to create a plaque wall for recognizing initial donors. He also mentioned a prior discussion with the community development director where she had mentioned possible grants to explore.

COMMITTEE UPDATES

Chairman Decker assigned new commissioner David Shutan to the Recognize committee and gave an overview of the different committees and goals.

Recognize (Robert Kalicki, David Shutan)

No updates

Advise (Michael Decker, Raymond Jackson)

Commissioner Jackson stated that he had reached out to some businesses but has not received any responses to date. Commissioner Jackson also stated that there is a new business looking for available space to lease. The business offers custom apparel

design. The business is currently located in Volo but would like to relocate to Mundelein.

Attract (Ed Streb, Sarah Mital)

Commissioner Mital reached out to DoubleTree. The hotel is interested in receiving a list of local businesses to have for handing out to guests.

Retain (Angela Trillhaase, Miguel Echevarria)

Commissioner Trillhaase brought up the idea of mini business meet-ups. Businesses in town could take turns hosting a meet up for one hour per month.

Educate (Virginia Gibbs, Laurie Lowry)

The flyer for business resources was discussed. Feedback was received that some contacts on the flyer were difficult to reach. An overhaul of the flyer may be needed.

OTHER REPORTS

No other reports

VILLAGE PROJECT UPDATES

I. Guadarrama recommended the commission watch the Board Meeting scheduled for July 28th. The Village will be making updates to the Social Media policy and this will have information that all commissioners will need to follow.

NEXT REGULARLY SCHEDULED MEETING, Thursday, August 28, 2025

ADJOURNMENT

Motion to adjourn the Regular Economic Development Commission Meeting of July 24, 2025.

RESULT:	Passed [Yes 9, No 0, Abstained 0]
MOVER:	Commissioner Laurel Lowry
SECONDER:	Commissioner Raymond Jackson
AYES:	Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Sarah Mital, Miguel Echeverria, Virginia Gibbs, Raymond Jackson, David Shutan
NAYS:	None
ABSTAIN:	None

The meeting adjourned at 9:10 AM.