

AGENDA

MUNDELEIN ECONOMIC DEVELOPMENT COMMISSION MEETING

November 20, 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 October 23, 2025 Minutes
- VI. NEW BUSINESS
  - A. Event Dates for FYE 2027

**Motion** to set dates for the Spring Mixer, Fall Mixer, and Business Appreciation Breakfast for FYE 2027.
- VII. OLD BUSINESS
  - A. Changes to the S.T.A.R. Grant Application
  - B. Fiscal Year 2026 Village Board Report

All changes to the report should be submitted by December 8, 2025, to allow sufficient time to prepare the final version and be presented at the EDC meeting on December 18, 2025.
  - C. Fall Business Mixer
  - D. 2026 Business Appreciation Breakfast

## VIII. COMMITTEE UPDATES

- A. Recognize (Robert Kalicki, David Shutan)
  
- 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

## X. VILLAGE PROJECT UPDATES

## XI. NEXT REGULARLY SCHEDULED MEETING,

## 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 October 23, 2025. Chairperson Decker called the meeting to order at 7:30 AM.

**ATTENDANCE**

**Commission Attendance:**

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

**Absent:** Commissioner Echeverria

**Also Present:** Amanda Orenchuk, Director of Community Development; Isabel Guadarrama, Senior Planner; Erin Swanson, Administrative Assistant

**ADDITIONS OR DELETIONS TO AGENDA**

Chairman Decker requested to delay the discussion regarding changes to the STAR grant program until Commissioner Echeverria returns.

**PUBLIC COMMENTARY**

There was no public commentary.

**MINUTES APPROVAL**

Commissioner Decker requested a change in wording on page 6 of the prior meeting minutes.

**Approval of the September 25, 2025 Minutes**

E. Streb moved, seconded by R. Kalicki, a **Motion** to Approve, as amended, the Economic Development Commission Meeting Minutes of September 25, 2025.

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

**NEW BUSINESS**

## S.T.A.R. Grant Application — Nova Dental Care

A. Trillhaase moved, seconded by E. Streb, a **Motion** to to recommend Approval of Nova Dental Care's S.T.A.R. Grant application for an amount not to exceed \$5,000.00

<b>RESULT:</b>	<b>[Yes 9, No 0, Abstained 0]</b>
<b>MOVER:</b>	Commissioner Angela Trillhaase
<b>SECONDER:</b>	Commissioner Edward Streb
<b>AYES:</b>	Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Sarah Mitial, Angela Trillhaase, Virginia Gibbs, Raymond Jackson, David Shutan
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None

Dr. Mohammad Omari, Dentist and owner at Nova Dental Care PLLC, gave a brief overview of the STAR grant application request. Nova Dental care will be forming their first location in Mundelein with a substantial investment of \$700,000 in the community. The requested grant will cover the purchase a CVCT machine purchase of around \$55,000. This is a 3-D scanning machine using advanced technology to allow the dentists to fully view tooth and sinus conditions before moving forward with any procedures. This would allow the patients to remain in-office without having to go to a third party, and the use of the machine would be available upon request to outside medical professionals.

The commissioners asked follow-up questions to Dr. Omari regarding the business. He confirmed the location will be across from the post office, shared his review of other dental offices in the area, the proposed ROI on this machine purchase, and what drove him to Mundelein as the location to set up his initial office. The purchase of this machine is necessary for advanced dentistry work.

The office will have 2 full-time and 1 part-time dentists, as well as 2 full-time hygienists, and 10–15 employees. There will be 8 operative rooms, 1 surgical suite, 1 lab room, and 1 continuing education room.

The commissioners discussed that the balance remaining in the budget for the STAR grant for the fiscal year is around \$4,000. Going above this amount would be up to the Board's discretion, but it is a request the Commission could make if they felt this was a strong case for the full grant reimbursement. The commission reviewed the standards for granting the funding assistance and found that this application would be a good fit for the program and decided to move forward with the full grant funding request.

## **OLD BUSINESS**

### **Changes to the S.T.A.R. Grant Application**

Item postponed until next meeting.

### **Fiscal Year 2026 Village Board Report**

I. Guadarrama will provide a draft of the fiscal year report by the December meeting. She gave a summary of the following:

- Grant applications received
- Business Registrations
- EDC sponsored events
- EDC tabled events

Chairman Decker reviewed some of the goals for the EDC for the upcoming year.

The commission discussed the closing of the CLC small business center. The nearest location with similar program is at Harper College.

### **Fall Business Mixer**

Economic Development Commissions should follow up with all the businesses and encourage them to attend.

L. Lowrey sent hand-written invitations to all trustees. She stated that she also toured the venue and has begun selecting discussion questions for the event. The event is scheduled to begin at 5:30 PM, but in prior years many businesses arrived prior to start time.

### **2026 Business Appreciation Breakfast**

J. Marvin compiled recommendations for STAR awards. The commission briefly discussed some of the businesses on the ballots before casting votes. I. Guadarrama requested that commissioners send recommendations for a keynote speaker.

## **COMMITTEE UPDATES**

### **Recognize (Robert Kalicki, David Shutan)**

R. Kalicki introduced a proposed monthly write-up for "Made in Mundelein" that would feature manufacturers located in Mundelein. A. Orenchuk stated that the newsletter could be sent to staff to work with the Village Marketing department to get the write-up published through the multiple Village channels.

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

No discussion.

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

Mundelein Micro Shops is scheduled for Board Approval on November 10th. Next steps will be hiring an architect and forming a committee.

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

A. Trillhaase gave overview and goals for retaining businesses. She would like to review information from businesses as to why businesses are leaving to find ways to retain them.

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

L. Lowrey went over the networking mixers and reviewing small business resources provided by the Commission.

**OTHER REPORTS**

I. Guadarrama opened the discussion on the meeting scheduled for November and if there was a need to cancel or reschedule. A. Orenchuk stated that they may need a meeting to approve items for the mixer. The commission briefly discussed and decided to leave the date as-is for now.

**VILLAGE PROJECT UPDATES**

R. Jackson asked for further information on a statement made by the mayor for a new position for attracting businesses for the Bank Triangle. A. Orenchuk stated that the Village did hire a consultant for the specific property and to review frequent vacancies within the Village.

M. Decker requested any Village updates. A. Orenchuk provided the following new projects going to the Board:

- Solaria Crossings - Townhouses
- Walnut Ridge - November 10th meeting - 155 until single family development proposed by Pulte.
- Storage facility located in Mundelein Crossings to the North of Home Depot.

L. Lowrey left at approximately 9:08 AM

S. Mital left at approximately 9:15 AM

The commission asked about some specific parcels being developed within the Village. A.

Orenchuk gave an overview of the projects (an office building with car storage, and a carwash with small retail strip center both being done by right). The commission discussed the relocation of Bolt Baseball within the Village.

**NEXT REGULARLY SCHEDULED MEETING,**

The next regularly scheduled meeting of the Economic Development Commission is on November 20th.

R. Jackson left at 9:20 AM

**ADJOURNMENT**

The meeting lost quorum at 9:23 AM.

Meeting adjourned at 9:24 AM

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of November 20, 2025

Subject: Event Dates for FYE 2027

**Attachments:**

1. 2026 Mundelein Meeting Dates

**Background:**

To ensure full Commission attendance and increase participation from the business community, the Chairman proposes setting the dates for mixers and breakfast events by January 1st. This will allow additional time for advertising and planning.

The following events have established specific dates that the EDC should consider when scheduling:

Veterans Appreciation Dinner - April 17, 2026 5PM - 8PM

Memorial Day Parade - May 25, 2026 10AM - 11:30AM

Community Days - July 2-5, 2026

Mundelein Grand Prix - July 20, 2026 All day

National Night Out - August 4, 2026 6PM - 10PM

The following dates have been blocked off to host an event by Mundelein Staff:

February 1 - May 30 (Business Appreciation Breakfast is still scheduled for February 26, 2026)

July 21 - August 8

**Recommendation:**

**Motion** to set dates for the Spring Mixer, Fall Mixer, and Business Appreciation Breakfast for FYE 2027.

# 2026 Mundelein Meeting Dates

January						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
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22	23	24	25	26	27	28

March						
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29	30	31				

April						
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May						
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24	25	26	27	28	29	30
31						

June						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
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August						
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30	31					

September						
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October						
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November						
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29	30					

December						
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20	21	22	23	24	25	26
27	28	29	30	31		

Economic Development Commission - 4th Thursday of the month at 7:30 AM - Board Room

Mundelein Arts Commission - 3rd Monday of the month at 7:00 PM - Meeting Room 101

Planning and Zoning Commission - 1st and 3rd Wednesdays of the month at 7:00 PM - Board Room

Village Board - 2nd and 4th Mondays of the month at 7:00 PM - Board Room

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of November 20, 2025

Subject: Changes to the S.T.A.R. Grant Application

**Attachments:**

1. S.T.A.R. Grant Edits

**Background:**

The Retain Committee will review proposed changes to the S.T.A.R. Grant application with the Economic Development Commission.

**Recommendation:**



**PROGRAM GUIDELINES, POLICY, AND APPLICATION**

**PURPOSE:** The purpose of the S.T.A.R. Business Grant Program is to: (1) **STIMULATE** the growth of the local economy, (2) support local businesses in workforce development through additional **TRAINING**, (3) **ASSIST** local small businesses so they can thrive in a competitive environment, and (4) help businesses **RECOVER** from the COVID-19 global pandemic and respond with the necessary changes to their operations. As a pilot program for the 2022 fiscal year, a total of \$50,000 has been allocated to fund this program and individual proposals are capped at a maximum request of \$5,000 per business, with funds being available on a first-come, first-serve basis and dependent on approval of each proposal by the Mundelein Village Board. Because the needs of each business are unique, this program allows businesses to propose projects tailored to their specific needs.

**ELIGIBILITY:** To be eligible under this grant program the local business must meet all of the following requirements:

1. The applicant must be an authorized representative of, and the proposal must be for, a business operating within the corporate limits of the Village of Mundelein, Illinois.
2. The local business must be in a state of good standing with the Village of Mundelein.
3. The local business must have an active Business Registration on file with the Village (*excludes home occupations*).
4. Costs must be new expenses.
5. Business must be for-profit. Public and private schools, home-based businesses (*except those relocating to a commercial space*), political activities, and civic organizations are not eligible.
6. Recipients of other Village assistance (e.g. utility grants, Business Incentive Grants, prior agreements) are eligible provided that the request is for services, expansions, or other business operations not previously incorporated into prior grant awards.

**PROPOSAL GUIDELINES:**

1. Total requested relief must not exceed 50% of the total project cost.
2. Total requested relief should not exceed \$5,000, however, the Village Board may consider additional amounts.
3. Project must comply with all federal, state, and local laws and regulations.

**IDEAL PROJECTS:** Besides the guidelines included in this application packet, there are no specific project types or parameters, and the program is intentionally broad to enable businesses to propose projects which are specific to their business' needs or plans. Proposals should be accompanied with sufficient documentation and exhibits to fully explain the project scope and costs. Ideal proposals will provide clear evidence to demonstrate that the project will: (1) stimulate the local economy, (2) further develop the local workforce, (3) support the business through a particular hardship, or (4) assist the business with adapting to, or recovering from, the COVID-19 Global Pandemic and the resulting market conditions. Applications which do not demonstrate a specific need for assistance or do not provide an obvious benefit to the community (meaning the general public, the Village of Mundelein, business employees, or customers/clients) are strongly discouraged. The strongest proposals will show a significant investment by the business in addition to the assistance requested and will clearly demonstrate the potential return on investment, either financially or in its value to the community.

**REQUIRED ATTACHMENTS**

- Completed Application
- Prior year ST-1 or ST-2 form, if applicable
- Quote or equivalent of project cost estimate
- Additional documentation to sufficiently detail the project scope and its benefit to the business and/or community

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of November 20, 2025

Subject: Fiscal Year 2026 Village Board Report

**Attachments:**

1. Draft EDC Budget Proposal Packet FYE2027

**Background:**

Chairman Decker has requested that Commissioners provide staff with a list of their 2025 committee updates, board recommendations, and accomplishments throughout the year. Attached is a draft report to the Village Board.

**Recommendation:**

All changes to the report should be submitted by December 8, 2025, to allow sufficient time to prepare the final version and be presented at the EDC meeting on December 18, 2025.

***Economic Development Commission Purpose Statement***

*“The Economic Development Commission shall endeavor to attract business and industry for the Village of Mundelein which will reflect credit to the Village. The Commission shall also endeavor to retain and promote business and industry within the Village. The Commission shall serve as an advisory body to the Village Board on matters related to the business community. The Commission shall have such additional powers and duties as may be assigned to it from time to time by the President and Board of Trustees of Mundelein”*

**Mundelein Brand Promise**

*“Mundelein will be central Lake County’s premier location for entrepreneurs and known as a welcoming community.”*

**PURPOSE**

The following goals and objectives of the Economic Development Commission have been developed to advance the objectives of the statements above. These goals and objectives provide a framework and include specific actions for the EDC to undertake during the course of the 2026-27 fiscal year.

**IMPLEMENTATION**

Committees composed of two EDC members have been assigned to each of the five priorities below. Throughout the year, these members strive to implement the goals and objectives contained within that priority as noted below. Regular reports from each Committee are presented at Commission meetings to inform the group. Additionally, EDC members will each be assigned to a ‘district’ of the Village. To advance the Goals and Objectives of the Commission, EDC members will conduct site visits, offer Village assistance, gather feedback, and establish relationships with the businesses within their district throughout the year and report their findings back to the Commission.

**SUMMARY**

After careful consideration and in-depth review of the current and future activities of the Economic Development Commission, the following represents the budget requests for consideration during the FYE 2027 budget process. The total proposed budget recommends \$10,000 budget. This includes \$10,000 towards the typical spending items of the commission. The Commission would like to continue their business outreach by hosting events throughout the year (i.e. Business Appreciation Breakfast, Spring and Fall Mixers). There is no change to traditional spending by the commission.

<b>Organization</b>	<b>Current Budget</b>	<b>Proposed Budget</b>	<b>Dollar Difference</b>	<b>Percentage Difference</b>
100-102	\$10,000	\$10,000	\$0	0%

Attached are the following reports as exhibits:

<b>Ref.</b>	<b>Descriptions</b>
A	FYE 2027 Proposed Budget
B	Accomplishments from Prior Year
C	2026-27 Draft EDC Goals and Objectives

DRAFT

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**ECONOMIC DEVELOPMENT COMMISSION (EDC) - FYE 2027 PROPOSED BUDGET**

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**EDC Budget Proposal - FYE 2027**

	2026	2027
<b>Conventions/Schools/Meetings</b>	<b>\$5,750</b>	<b>\$6,750</b>
<i>BIG Event LCP</i>	\$500	\$500
<i>Other Meeting/Events</i>	\$1,400	\$1,400
<i>Business Appreciation Breakfast</i>	\$4,850	\$4,850
Venue	\$4,000 Est	\$4,000 Est
Speakers	\$0	\$0
Gifts for Speakers	\$150	\$150
Nametags and Folders	\$150	\$150
<b>Postage and Misc.</b>	<b>\$250</b>	<b>\$250</b>
<b>Advertising</b>	<b>\$2,500</b>	<b>\$2,500</b>
<b>Printing Services</b>	<b>\$300</b>	<b>\$300</b>
Business Resources	\$0	\$0
Business Cards	\$300	\$0
Business Appreciation	\$0	\$300
<b>Professional Dues</b>	<b>\$0</b>	<b>\$0</b>
<b>Miscellaneous Other Services</b>	<b>\$200</b>	<b>\$200</b>
<i>Food Hosting Broker/Developer Event(s)</i>	\$0	\$0
<i>Chamber Grant</i>	\$200	\$200
<i>Gold Star Awards Frames and Paper</i>	\$0	\$0
<b>Grand Total</b>	<b>\$10,000</b>	<b>\$10,000</b>

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**ECONOMIC DEVELOPMENT COMMISSION (EDC) - ACCOMPLISHMENTS FROM FYE 2026**

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The purpose of the Economic Development Commission is to attract business and industry to the Village and serve as an advisory body to the Village Board on matters related to the business community. Below are a few of the highlights from FYE 2026.

1. Determined not to pursue the Naval Base Flyer due to high cost and limited anticipated impact on Mundelein businesses. The EDC engaged Mundelein's two hotels and motel and redirected efforts toward developing a promotional flyer highlighting local businesses for hotel guests; business recruitment is currently underway.
2. Hosted an EDC information table at the Mundelein Grand Prix and select Farmers' Market events to share business resource information.
3. Presented the Micro Shop Proposal to the Village Board, including a request for support in establishing a working committee to develop a formal proposal.
4. Conducted outreach to Mundelein businesses to support the Arts Festival, Mundelein Grand Prix, and MHS internship program.
5. Received more grant inquiries this year than in previous years. Reviewed and recommended approval of three STAR Grant applications totaling \$10,000, as well as one Chamber Grant application.
6. Participated in the Lake County Partners Economic Development Advisory Group meeting (three commissioners were in attendance).
7. Welcomed guest speakers at monthly EDC meetings, including Lynne Monroe (Assistant Village Administrator), Freedom Nguyen (Communications and Community Engagement), and Courtney Combs (Lake County Community Foundation).
8. Provided ongoing support for the business vacancy survey, including updates and outreach to new businesses.
9. Represented the EDC at ribbon-cutting and ground-breaking events, attending 16 ribbon cuttings from January 1 to November 12 for new or expanding businesses.
10. Hosted events for the Mundelein business community, including the Business Appreciation Breakfast in February and business mixers in June and November (with Mundelein Community Connections (MCC) participation this year).
11. Presented Gold Star Awards to four Mundelein businesses.
12. Attended the Hospitality and Retail Workforce Development Conference and shared key takeaways with the commission.
13. The vacancy position on the EDC has been filled.

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**ECONOMIC DEVELOPMENT COMMISSION (EDC) GOALS AND OBJECTIVES**

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**NARROW GOALS**

1. Reach more businesses through the STAR and Chamber Membership grants.
2. Increase interactions with the business community through networking events and site visits.
3. Improve mechanisms for receiving feedback from the business community.
4. Fund additional opportunities for networking and business development for Village businesses.

**GOALS AND OBJECTIVES**

**1. Recognize Local Businesses**

a. Goals

- i. Administer and promote award programs
- ii. Publicly recognize the contribution of local businesses to the community and economy of Mundelein.
- iii. Promote and attend events highlighting achievements or contributions of local businesses.

b. Objectives

- i. Select recipients of the Gold Star Award, an award created by the EDC for recognition of local business achievements. The EDC shall promote the award recipients through Village newsletters, at EDC events, and other innovative methods.
- ii. Establish “Made in Mundelein” communication to inform residents about manufacturing businesses in Mundelein.
- iii. Develop social media business highlights and recognitions to promote a wide range of local businesses and help boost revenue.
- iv. At least one EDC member will attend ribbon cutting or groundbreaking ceremonies to celebrate alongside the business.
- v. Host EDC information tables at more events and provide materials promoting Mundelein businesses to the general public (e.g., the business Promotion Flyer).

**2. Advise the Village Board**

a. Goals

- i. Inform the Village Board of the Village’s impact on local businesses.
- ii. Report to the Village Board the current conditions affecting the business community.
- iii. As needed, research and advise the Village Board on business-related trends or issues that may arise from time to time.

b. Objectives

- i. Prepare an annual economic and activity report for the Village Board highlighting EDC activities and a general economic summary of the Village.
- ii. Prepare an annual list of recommended public improvements for the Village Board’s consideration. Recommended public improvements shall be those which would have a significant and positive impact on the local business community.
- iii. Prepare reports or recommendations to the Village Board on topics or issues that significantly impact local businesses. This year’s focus will include investigating

the vacancy issue in District 6 to determine whether there are actionable steps the Village can take to address it.

- iv. Increase outreach by meeting with business owners in a small group setting, similar to “Coffee with the Mayor.”

**3. Retain Existing Businesses**

a. Goals

- i. Develop and promote Village marketing materials that demonstrate the assets and value of Mundelein.
- ii. Promote and explain Village programs, grants, or other incentives to Mundelein Businesses.
- iii. Communicate and foster relationships with local businesses.

b. Objectives

- i. Review, distribute, and promote the Village’s marketing materials through more tabling events and site visits.
- ii. Promote and explain the Business Incentive Grant program or other Village grants to Mundelein Businesses. Ensure that all businesses are informed about the availability of such programs.
- iii. Request additional funding for the START grant in order to have the opportunity to help businesses grow.
- iv. Conduct a business survey to gather feedback on how the Village and EDC can better serve the business community.
- v. Develop an Exit Survey for businesses leaving Mundelein to further understand their departure.
- vi. EDC members are to conduct two (2) business site visits each quarter to local businesses to receive feedback on Village activities and identify factors contributing to local businesses’ successes or struggles.

**4. Attract New Businesses**

a. Goals

- i. Hold events to inform business professionals of local opportunities.
- ii. Support small businesses in testing and transitioning to Mundelein storefronts.
- iii. Ensure that the information and data needed by potential businesses is readily available.

b. Objectives

- i. Hold an annual event(s) to inform real estate agents, developers, brokers, and other business professionals of local opportunities.
- ii. Create a Micro Shops program that provides small and emerging businesses with an affordable, low-risk opportunity to test a brick-and-mortar location in Mundelein, with the long-term objective of helping successful participants transition into vacant commercial spaces within the Village.
- iii. Work with Village staff to update and promote available properties and development opportunities on the Village’s website and print materials.

**5. Educate EDC Members, the Village Board, and the Public**

a. Goals

- i. Attend regional or local meetings to further Commission member’s understanding of local conditions or the activities of other agencies.
- ii. Invite other economic development professionals or leaders to EDC meetings and events.

- iii. Promote local events to foster additional participation and outreach from the local business community.
- b. Objectives
  - i. Update the Mundelein Business Support Network informational pamphlet to keep all resources up to date.
  - ii. Identify a replacement resource for the Small Business Development Center (SBDC), as the College of Lake County will discontinue its operation effective January 1, 2026.
  - iii. Invite the Presidents of Lake County Partners, Visit Lake County, Mundelein Community Connection, and other regional groups to the EDC meetings and events.
  - iv. A minimum of one EDC member will attend Lake County Partners' annual BIG Event.
  - v. Attend general economic development meetings such as Regional Transportation Authority, Chicago Metropolitan Agency for Planning, Illinois Restaurant Association, Lake County Partners, Lake County government, Lake County Transportation Alliance, Lake County Chamber of Commerce, or GLMV.
  - vi. Review and summarize data provided by a variety of sources such as Lake County Partners, CoStar, Village vacancy report, census, Dept. of Labor, etc. relating to the health of the Village's economic climate.

## **2026 RECOMMENDATIONS**

### **1. Increase the STAR Grant maximum award from \$10,000 to \$15,000 for FYE2027.**

Due to increased outreach by the EDC in 2026, awareness of available business grants has grown within the community. Staff has observed a corresponding increase in inquiries regarding these funds. The budget for the STAR Grant in FYE 2026 was \$10,000; however, this amount covered only three requests and exceeded the budget by an additional \$1,000. The EDC recommends increasing the STAR Grant budget to \$15,000 to support at least one additional business.

The STAR Grant is particularly attractive to existing businesses, as it supports projects that do not require the larger scale funding associated with new businesses, covered by the BIG Grant.

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of November 20, 2025

Subject: Fall Business Mixer

**Attachments:**

None

**Background:**

The Committee will provide an overview of the event.

**Recommendation:**

To: Commission Members

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

For: Mundelein Economic Development Commission Meeting of November 20, 2025

Subject: 2026 Business Appreciation Breakfast

**Attachments:**

None

**Background:**

We are three months away from the 2026 Business Appreciation Breakfast (BAB). At last month's meeting, the Commission nominated businesses for each of the Gold Star Awards.

**1) Keynote Address:** Staff has received only a few proposed keynote address topics so far. It is important to begin brainstorming now to avoid making last-minute selections. The subcommittee will be responsible for reaching out to keynote speakers to confirm their availability and for creating the event agenda. If assistance is needed in identifying or selecting keynote topics or speakers, the subcommittee may request guidance from the Commission. **Keynote speaker(s) and topic(s) must be contacted and confirmed no later than December 18, 2025.**

**2) Scheduling a Subcommittee Meeting:** J. Marvin will send an email after the November EDC meeting to schedule a subcommittee meeting to discuss event details. The subcommittee will report back to the Commission with a high-level overview of their progress at the December 18 EDC meeting.

**3) Gold Star Awards:** Congratulations to the four businesses who have been awarded the 2025 Gold Star Award! The businesses below have yet to be informed, and the Business Appreciation Breakfast subcommittee (David, Robert, and Virginia) should inform the winners. Please contact them in person or over the phone by Thursday, December 18, by the end of the day. **If you are unable to contact them by that time, please let staff know immediately.** Staff will work with Kevin Quinn of KTR Media to create a Gold Star Awards video to be presented at the breakfast.

- **Business Investment/Expansion:** Advantage Handing Materials
- **Community Involvement:** AREA Coffee
- **Customer Service:** TieMart
- **Mundelein Pride:** Out of This World Embroidery

Below is the remaining tentative schedule for the 2026 Business Appreciation Breakfast.

<b>Timeline for the 2026 Business Appreciation Breakfast</b>	
December 19 <sup>th</sup> , 2025 EDC Meeting	<ul style="list-style-type: none"> <li>• Finalize Keynote Speaker(s) and Topic</li> </ul>
Early January 2026	<ul style="list-style-type: none"> <li>• Start promoting the BAB</li> <li>• Organize and record the BAB Gold Star Video</li> </ul>
January 22 <sup>nd</sup> , 2026 EDC Meeting	<ul style="list-style-type: none"> <li>• Promote the event through EDC members, social media, word of mouth, and emails. EDC members should visit businesses in their districts to help promote this event.</li> <li>• Prepare the Gold Star Awards – Signed by the Chair</li> </ul>
February 2026: Event Month	<ul style="list-style-type: none"> <li>• Continue to promote the BAB</li> <li>• Finalize any items that are left</li> </ul>

**Recommendation:**