

AGENDA

MUNDELEIN ECONOMIC DEVELOPMENT COMMISSION MEETING

December 18, 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 November 20, 2025 Minutes
- VI. NEW BUSINESS
- VII. OLD BUSINESS
 - A. Fiscal Year 2026 Village Board Report
 - B. 2026 Business Appreciation Breakfast
The EDC should help promote the event through email outreach, phone calls, and site visits.
 - C. Event Dates for 2026
All EDC members should fill out the survey by December 31, 2025.
- 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

A. STAR Grant Report

X. VILLAGE PROJECT UPDATES

XI. NEXT REGULARLY SCHEDULED MEETING, THURSDAY JANUARY 22, 2026

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 November 20, 2025. Chairperson Decker called the meeting to order at 7:35 AM.

ATTENDANCE

Commission Attendance:

Present: Chairman Decker, Commissioner Streb, Commissioner Lowry (at 7:38 AM), Commissioner Trillhaase, Commissioner Echeverria, Commissioner Jackson

Absent: Commissioner Kalicki, Commissioner Mitial, Commissioner Gibbs, Commissioner Shutan

Also Present: 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

There was no public commentary.

MINUTES APPROVAL

Approval of the October 23, 2025 Minutes

Motion by M. Echeverria, seconded by E. Streb to approve the October 23, 2025 meeting minutes as amended.

RESULT:	Passed [Yes 6, No 0, Abstained 0]
MOVER:	Commissioner Miguel Echeverria
SECONDER:	Commissioner Edward Streb
AYES:	Michael Decker, Edward Streb, Laurel Lowry, Angela Trillhaase, Miguel Echeverria, Raymond Jackson
NAYS:	None
ABSTAIN:	None

NEW BUSINESS

Event Dates for FYE 2027

The Administration Department will be creating an annual events calendar to share

with Mundelein businesses interested in the Village's events. I. Guadarrama suggested that the Commission set dates for all 2026 Economic Development Commission (EDC) events, including the Business Appreciation Breakfast, Spring Business Mixer, and Fall Business Mixer. Establishing these dates in advance also helps staff plan and prepare more effectively for each event. Since multiple Commissioners were unable to attend the meeting, I. Guadarrama will email a survey with multiple date options for each event.

OLD BUSINESS

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

M. Echeverria and A. Trillhaase provided edits to the STAR Grant application, including removing references to COVID-19 and the pilot program. They also suggested adding language to indicate that the grant will be awarded on a first-come, first-served basis, and replacing the statement that "\$50,000 has been allocated to fund this program" with a note that the program's budget will reflect the allocated amount for each fiscal year. Additionally, the Commission would like to include a section in the grant for a follow-up with recipients one year after receiving the grant. Staff will make these edits to the application and add a STAR Grant section to future agendas to serve as a check-in reminder.

Fiscal Year 2026 Village Board Report

I. Guadarrama provided the Commission with a draft of the 2025 report on Commission updates, board recommendations, and accomplishments throughout the year. She noted that any changes to the report must be submitted to her by December 8, 2025, as the final version will be presented at the December 18, 2025 EDC meeting.

Fall Business Mixer

L. Lowry provided the Commission with an update on the Fall Business Mixer, noting that the event was very successful. The only issue reported was the microphone and stage placement, which made it difficult for attendees at the back of the room to hear multiple speakers clearly due to the room's acoustics. L. Lowry also reviewed the results of the post-event survey.

2026 Business Appreciation Breakfast

The subcommittee for the event includes David, Bob, and Virginia. The Commission selected Thursday, February 26, 2026, as the event date. The event will be held from 7:30 to 9:30 AM at the DoubleTree Hotel. J. Marvin asked the Commission to assist the subcommittee in brainstorming potential keynote speakers and topics.

COMMITTEE UPDATES

Recognize (Robert Kalicki, David Shutan)

There were no updates.

Advise (Michael Decker, Raymond Jackson)

There were no updates.

Attract (Ed Streb, Sarah Mital)

E. Streb mentioned that he will continue to advertise the Mundelein Micro Shops application, as the deadline is at the end of this year.

Retain (Angela Trillhaase, Miguel Echevarria)

The Retain Committee inquired about ways the Commission can help amplify Mundelein businesses on social media. Staff will work with the Communications and Community Engagement Manager to develop a strategy for promoting local businesses online.

Educate (Virginia Gibbs, Laurie Lowry)

There were no updates.

OTHER REPORTS

There were no other reports.

VILLAGE PROJECT UPDATES

J. Marvin informed the Commission that Fenton Brewing Company will be relocating to 169 N. Seymour Avenue, the former location of Tonality Brewing Company.

NEXT REGULARLY SCHEDULED MEETING,

The next regularly scheduled meeting is on December 18, 2025.

ADJOURNMENT

The meeting lost quorum at 9:19 AM.

Meeting adjourned at 9:27 AM

Respectfully submitted,

Jessica Marvin, Associate Planner
Recording Secretary

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of December 18, 2025

Subject: Fiscal Year 2026 Village Board Report

Attachments:

1. Budget Proposal Packet FY2027
2. Economic Report FY2026

Background:

Chairman Decker requested that the Commissioners provide staff with their 2025 committee updates to include in the EDC Budget Reports for the Village Board's review.

The committee updates that were received have been included in the reports. At this time staff can no longer accept additional information in order to make the budget deadline.

Attached to this report are the 2025 EDC updates, which are due on December 18, 2025.

Recommendation:

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”

Ordinance 94-3-11

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.

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

Attached are the following reports as exhibits:

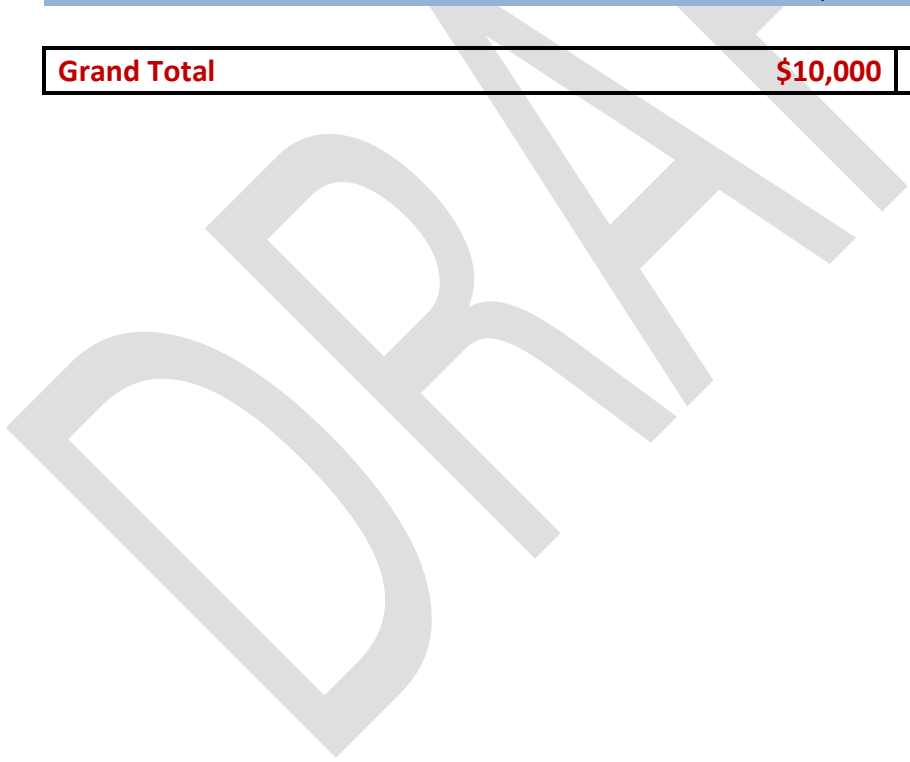
Ref.	Descriptions
A	FYE 2027 Proposed Budget
B	Accomplishments from Prior Year
C	2026-27 Draft EDC Goals and Objectives

DRAFT

ECONOMIC DEVELOPMENT COMMISSION (EDC) - FYE 2027 PROPOSED BUDGET

EDC Budget Proposal - FYE 2027

	2026	2027
Conventions/Schools/Meetings	\$6,750	\$8,800
<i>Meeting/ Third Party Events</i>	\$1,900	\$800
<i>Business Appreciation Breakfast</i>	\$4,850	\$5,000
<i>Mixers</i>	-	\$3,000
Postage and Misc.	\$250	\$200
Advertising	\$2,500	\$500
Printing Services	\$300	\$300
Business Cards	\$300	\$300
Professional Dues	\$0	\$0
Miscellaneous Other Services	\$200	\$200
<i>Chamber Grant</i>	\$200	\$200
Grand Total	\$10,000	\$10,000



ECONOMIC DEVELOPMENT COMMISSION (EDC) - ACCOMPLISHMENTS FROM FYE 2026

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.

Recognize:

1. 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.
2. 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).
3. Presented Gold Star Awards to five Mundelein businesses for their outstanding service and commitment to the Mundelein community.

Advise:

1. Hosted an EDC information table at the Mundelein Grand Prix and select Farmers' Market events to share business resource information.
2. The vacancy position on the EDC was filled.

Attract:

1. Presented the Micro Shop Proposal to the Village Board, including a request for support in establishing a working committee to develop a formal proposal.
2. 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.
3. Conducted outreach to Mundelein businesses to support the Arts Festival, Mundelein Grand Prix, and MHS internship program.

Retain:

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. Provided ongoing support for the business vacancy survey, including updates and outreach to new businesses.

Educate:

1. Participated in the Lake County Partners Economic Development Advisory Group meeting (three commissioners were in attendance). Received an update on current transportation conditions and other economic trends in Lake County.
2. 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).
3. Attended the Hospitality and Retail Workforce Development Conference and shared key takeaways with the commission.

ECONOMIC DEVELOPMENT COMMISSION (EDC) GOALS AND OBJECTIVES

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.

2. Micro shops at Mundelein.

The Micro Shops project has been an ongoing initiative that has generated enthusiasm among residents and business owners. The EDC is requesting the Village's support for this project. The Advisory Group will provide the Village Board with all necessary information to ensure a smooth approval process in the coming months.

3. Reconstruction of Morris Avenue.

Morris Avenue between Hawley Street and Park Street is in noticeably deteriorated condition, with pavement issues that are affecting access, and overall customer experience. Businesses along this corridor have expressed concerns about how the roadway's condition is impacting their operations.

4. Allanson Rd and 45.

This is a high-traffic intersection used by a variety of vehicles. However, its design does not support the

turning movements or space required for semi-trucks, even though a large number of them pass through the intersection each day. Many of these semi-trucks are traveling to and from the manufacturing businesses on Allanson Road.

5. Mobility improvements in South Corridor.

Allanson Road and Butterfield Road are major roads with heavy traffic in both Mundelein and Vernon Hills. They connect the manufacturing districts with the commercial areas on the south side of town.

The Economic Development Commission (EDC) again received concerns about pedestrian safety this year, which was also a concern last year. Pedestrians are often seen walking along the road or in the grassy areas. The EDC recommends that the Village look into adding sidewalks on both sides of these roads.

The EDC understands there are challenges with right-of-way and railroad crossings, but encourages the Village to work with the county, the state, and the Village of Vernon Hills to improve pedestrian safety in this southern area of town.

6. Improve Lighting for Artwork Throughout the Village.

Local businesses have noted that the artwork near their establishments is not sufficiently illuminated, making it difficult to appreciate after dusk. They believe that adding appropriate lighting would highlight the artwork during evening hours, enhance the visual appeal of the area, and potentially draw more foot traffic to nearby businesses.

Subject: Annual Report - Economic Development Commission

Attachments:

1. 2026-2027 EDC Goals and Objectives
2. 2026 Infrastructure Recommendations

Background:

The Economic Development Commission (EDC) serves as an advisory body to the Village Board on matters related to the business community. Annually, the EDC provides a written report to the Village Board to summarize current conditions and review the previous year's activities. While the efforts of the Village and recommendations to support the Downtown are ongoing, this report reflects conditions of the entire Village. The EDC found that additional areas and activities of the Village merit recognition and further investigation.

One important component of the report, and prior editions, is to provide the Village Board with a summary of public and private improvements, notable economic activity, and other economic initiatives which occurred within the Village in the previous year. The report is not intended to be an exhaustive list of activities and improvements, rather it is intended to highlight a sampling of items which contributed, negatively or positively, to the local business environment.

The presentation and time with the Village Board is utilized by the Economic Development Commission to provide recommendations to the Mayor and Trustees for projects to be incorporated into the Village budget for the upcoming budget cycles. It is also an opportunity to understand what the Village would like the EDC to focus their efforts on in the community. The Commission's 2025 Recommendations are provided as an attachment to this report.

2025 ECONOMIC ACTIVITY HIGHLIGHTS

Public Sector Improvements

1. Park Street & Chicago Avenue Parking Lot – Completed

Private Sector Improvements

1. STAR Grants Approved:

- Smokin BBQ on 45 – \$1,500 – Lighting in Dining Room
- Mount Ara – \$4,500 – Interior Improvements
- Nova Dental Care – \$5,000 – Equipment Purchase

2. BIG Grants Approved:

- JRM Park LLC - \$50,000 – 32 E. Park Street
- Lakes Apothecary - \$4,706 – 404 N. Seymour Avenue

3. Private Developments:

- Sheldon Woods Subdivision - Under Construction, near completion
- Mundelein Senior Apartments - Under Construction, near completion
- The Townes at Oak Creek - Under Construction
- The Philly Special Expansion - Under Construction
- AREA - Under Construction
- Smokin' Jacks BBQ - Completed

Business Highlights

1.	Action Martial Arts	Relocation	706 E. Hawley Street
2.	Advantage Materials Handling	Relocation	300 Townline Road
3.	Advia Credit Union	New Business	800 N. Route 83
4.	Aesthetically Well	New Business	1511 S. Lake Street
5.	All Ages Medical Center	Relocation	109 N. Seymour Avenue
6.	America's Best Contacts and Eyeglasses	New Business	2990 & 2992 W. Route 60
7.	Amerpaststore.co	New Business	444 E. Hawley Street
8.	Barbara Heim LMT	New Business	450 N. Seymour Avenue
9.	Bargain Deals Hub LLC	New Business	620 E. Hawley Street
10.	Best Brains Learning Center	New Business	1515 S. Lake Street – Suite B

11.	Digital Acoustics	New Business	216 Terrace
12.	EME, LLC – Meat Processing	New Business	906 Tower Road
13.	ETS Mundelein LLC	New Business	901 E Orchard St Unit L
14.	Express Tabacco and Vape	New Business	1517 S. Lake Street
15.	Fitzsimmons Surgical Supply Inc.	New Business	901 E. Orchard Street – Suite D
16.	Gaby’s Salon Inc	New Business	502 N. Lake Street
17.	Glenkirk	New Business	675 S. Route 83
18.	Hope Transportation	New Business	1375 Wilhelm Road
19.	ICR 247 Inc	New Business	165 Archer Avenue
20.	Invirgance	New Business	333 E. Route 83 Unit B6
21.	JMJ Clouds	New Business	787 S. Midlothian Road
22.	Lake County Stallions	New Business	901 E. Orchard Street – Suite H & J
23.	LAS Hardwoods	New Business	850 Tower Road
24.	Meeros Vape & Tabacco	New Business	815 S. Lake Street
25.	Osteopathy Chicago	New Business	333 E. Route 83 – Unit 106
26.	Out of this World Embroidery	New Business and Relocation	83 E. Division Street
27.	Play it Again Sport	New Business	1539 S. Lake Street
28.	Puff Lab	New Business	736 S. Butterfield Road
29.	Rose Custom Cabinets	Ownership Change	408 Washington Blvd.
30.	Royal Fades	New Business	1523 S. Lake Street
31.	RS LLD LLC	New Business	218 Terrace Drive
32.	Scoops Gelato Café	New Business	446 N. Lake Street
33.	Shoo Rei Kai	Relocation	107 N. Seymour Avenue
34.	Smokin Jacks BBQ	New Business	32 E. Park Street
35.	Sparkerland Mini Art Museum	New Business	612 ½ E. Hawley
36.	Tartar Motors LLC	New Business	321 Townline Road
37.	The Warm Heart of Healing	New Business	309 N. Lake Street –

	Acupuncture and Chinese Medicine		Unit LL1
38.	Three Birds Yarn Studio	New Business	512 N. Seymour Avenue
39.	Total Wireless	New Business	368 Townline Road
40.	Toy Barn, Inc	New Business	900 Tower Road
41.	Turbo Cargo Inc	New Business	1282 Townline
42.	Cellular Sales of Illinois LLC	New Business	3046 W. IL Route 60
43.	WHY Inc.	Ownership Change	100 Terrace Drive

Notable Business Closings

1.	Tonality Brewing Company	169 N. Seymour Avenue
2.	Bosacki's Home Brew	610 E. Hawley Street
3.	EcoMed	210 Terrace Drive
4.	Nassco Inc.	909 Orchard Street
5.	RKB Distributors	216 Terrace Drive

2025 EDC ACTIVITIES

Business Appreciation Breakfast. The Business Appreciation Breakfast was on February 26, 2025. There were a total of 97 attendees representing 49 businesses. The 2026 Business Appreciation Breakfast is scheduled for February 26, 2026.

Business Outreach. During the year, the EDC made several efforts to reach out to local businesses. It is estimated that the Commission contacted over 70 businesses throughout the year between their efforts to advertise the business registration requirements, Village Grant programs, ribbon cutting

events, and business check-ins.

Chamber Membership Grant Program. The Commission continued to advertise the Chamber Membership Grant Program. In 2025, the EDC approved one application. This program offers businesses a chance to have their membership costs covered for organizations such as the Green Oaks, Libertyville, Mundelein, Vernon Hills Chamber of Commerce; the Lake County Chamber of Commerce; the Black Chamber of Commerce of Lake County; and Mundelein Community Connection.

Gold Star Awards. The Commission once again selected recipients of the annual Gold Star Awards: business investment/expansion, community involvement, customer service, and Mundy pride. The Nominations for the 2026 Awards are as follows:

- Business Investment/Expansion:
 - Advantage Material Handling, Inc.
- Community Involvement:
 - AREA Coffee
- Customer Service:
 - TieMart
- Mundy Pride:
 - Out of This World Embroidery

Guest Speakers/Education. From time to time, the EDC invites guest speakers to attend EDC meetings and provide more information about their organization. This is part of the EDC's goal of educating both themselves and the public. Guest speakers in 2025 who attended or provided updates to the Commission included: Courtney Combs of Lake County Community Foundation, Lynne Monroe and Freedom Nguyen from the Village of Mundelein. In addition to guest speakers, EDC members attended regional events to learn more about specific programs, and lectures on current market trends. Events and visits included: Lake County Partners quarterly municipal meetings, the LCP BIG Event, among others.

S.T.A.R Grant. After two years of considering additional options to assist businesses through the COVID-19 pandemic and subsequent inflation, employment, and market volatility, the Commission implemented a new grant program available to Mundelein businesses. The S.T.A.R. grant program was created and approved by the Village Board in May 2022. Through small (<\$5,000) grants, this program was intended to give businesses an option to improve their operation, respond to a financial crisis, or offset unexpected costs in a time of need. The EDC received five applications for the STAR Grant but approved three with the funding received in 2025.

Vacancy Data Collection. As an economic tool, Village Staff keep a database of commercial and industrial properties and their tenants. This data provides numerous benefits to the Village; however, it is a laborious process to maintain the data. EDC members were able to assist staff in updating this

data by verifying or editing occupancy data. The EDC continues to regularly advise Staff on business vacancies.

ECONOMIC OUTLOOK

Largest Vacancies. The Village has made outstanding progress on notable vacancies within the last few years. 933 Tower Road, former Rainbow Graphics, has 48,500 square feet of available space. 333 Washington Boulevard, former Lakeside Transportation, has 32,000 square feet of available space. Other larger spaces that are within 20,000 and 30,000 square feet of vacancy are 404 Washington Boulevard, 1040 and 1060 High Street. All of these larger vacancies fall within our Manufacturing Zoning Districts.

Current vacancy statistics for Mundelein as a whole. Due to variations in the methods of data collection, both Village-maintained data and CoStar data are provided.

Village-Maintained Data

Commercial Occupancy	90.58%
Industrial Occupancy	94.72%
Downtown Occupancy	83.66%
Village-Wide Occupancy	93.20%

While the story of 2025 has been very positive, there are still some vacancies within the Village worth noting. The most notable outstanding vacancies are:

1. 2075 South Lake Street (Former CVS), 13,225 SF
2. 440 East Hawley Street (Former Old Village Hall Site), 17,500 SF
3. 420 North Lake Street, 15,400
4. 163 Archer Avenue (Former Crownhill Packaging), 20,823 SF

Ongoing Economic Development and Planning Projects

1. Additional Marketing for the STAR Grant
2. Development of Micro Shops in Mundelein
3. Village Plaza Circle Improvements
4. Bank Triangle Redevelopment
5. Renovation or Redevelopment of Mundelein Shopping Center (Taste of Paris through Roller Rink)

SUMMARY

The EDC has focused on promoting the resources available to businesses such as the S.T.A.R. Grant, Chamber Membership Grant, and B.I.G. Grant to help strengthen the business environment and attract more businesses to Mundelein. In the coming years, the EDC also expects the Micro Shops program to further enhance and support the local business community.

The local business environment is generally favorable when compared to other regions and even several peer communities within Lake County. Mundelein has a diverse economy, a large workforce population, and is seeing continued development in commercial sectors, industrial sectors, and residential sectors. For these reasons, the EDC is optimistic about the immediate future for businesses in Mundelein. Furthermore, the EDC commends the Village Board for its positive influence on the business community over the past year through the execution of public works projects, business assistance grants, and exceptional public services.

Recommendation:

DRAFT

To: Commission Members

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

For: Mundelein Economic Development Commission Meeting of December 18, 2025

Subject: 2026 Business Appreciation Breakfast

Attachments:

None

Background:

The 2026 Business Appreciation Breakfast will be held on February 26, 2026 at the DoubleTree Hotel in Mundelein. The subcommittee will provide an update on this event.

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

Timeline for the 2026 Business Appreciation Breakfast	
Early January 2026	<ul style="list-style-type: none"> • Start promoting the BAB • Organize and record the BAB Gold Star Video
January 22 nd , 2026 EDC Meeting	<ul style="list-style-type: none"> • 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. • Prepare the Gold Star Awards – Signed by the Chair
February 2026: Event Month	<ul style="list-style-type: none"> • Continue to promote the BAB • Finalize any items that are left

Recommendation:

The EDC should help promote the event through email outreach, phone calls, and site visits.

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of December 18, 2025

Subject: Event Dates for 2026

Attachments:

1. 2026 Mundelein Meeting Dates

Background:

At the November 20, 2025, EDC meeting, the Commission was informed about the Chairman's proposal of setting dates for the events in December to ensure full Commission attendance and increase participation from the business community. This would also allow additional time for advertising and planning.

Staff has emailed a survey based on the days of the week that have previously been considered.

Recommendation:

All EDC members should fill out the survey by December 31, 2025.

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						
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

March						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
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17	18	19	20	21	22	23
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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23	24	25	26	27	28	29
30	31					

September						
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27	28	29	30			

October						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

December						
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13	14	15	16	17	18	19
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