

AGENDA

MUNDELEIN ECONOMIC DEVELOPMENT COMMISSION MEETING

January 22, 2026 - 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 December 18, 2025 Meeting Minutes
- VI. NEW BUSINESS
- VII. OLD BUSINESS
 - A. 2026 Business Appreciation Breakfast
The EDC should help promote the event through email outreach, phone calls, and site visits.
 - B. Event Dates for 2026
 - C. Flyer Campaign
EDC members are encouraged to reach out to businesses to promote awareness of the flyer.
- 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, MARCH 26, 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 December 18, 2025. Chairperson Decker called the meeting to order at 7:34 AM.

ATTENDANCE

Commission Attendance:

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

Absent: Commissioner Mital, Commissioner Jackson

Also Present: Eric Guenther, Village Administrator; 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

There was no public commentary.

MINUTES APPROVAL

Approval of the November 20, 2025 Minutes

Motion by L. Lowry, seconded by R. Kalicki to approve the November 20, 2025 meeting minutes.

RESULT:	Passed [Yes 8, No 0, Abstained 0]
MOVER:	Commissioner Laurel Lowry
SECONDER:	Commissioner Robert Kalicki
AYES:	Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Angela Trillhaase, Miguel Echeverria, Virginia Gibbs, David Shutan
NAYS:	None
ABSTAIN:	None

NEW BUSINESS

OLD BUSINESS

Fiscal Year 2026 Village Board Report

I. Guadarrama informed the Commission that annual reports are due today, December 18, 2025, and noted that minor additions can still be incorporated. She reported that the Village received the highest number of new businesses this year and highlighted notable closings, including Tonality, which is expected to soon be replaced by a brewery. She also explained that she revised the sections of the report covering goals and achievement highlights so they accurately reflected recent changes and clarified which goals each item corresponded to. The Commissioners agreed that the report was well done and well put together. The Commission then asked staff for updates on specific properties and projects, and Mr. Guenther provided the status of those items.

2026 Business Appreciation Breakfast

The subcommittee (D. Shutan, R. Kalicki, and V. Gibbs) provided an update to the Commission on the Business Appreciation Breakfast scheduled for February 26, 2026. The keynote address will focus on building permits, business registration, Village grants, and ongoing development in town. George Sellas, Director of the Building Department, and Amanda Orenchuk, Director of the Community Development Department, will present on those topics. V. Gibbs also contacted Vartan Seferian of Mount Ara to speak about his experience receiving the STAR Grant and how it has impacted his business. The subcommittee will be inviting Alexander Kapotas and Michael Darling to participate in the Elevator Pitches segment to discuss internships and workforce development.

The subcommittee reached out to the Gold Star Award winners and informed them that staff will follow up to coordinate the Gold Star Award video interviews, which will be showcased at the breakfast. Kevin Quinn with KTR Media will be hired to record the interviews. Each subcommittee member will curate one raffle basket, with a maximum value of fifty dollars.

Our 2025 Gold Star Award Winners are:

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

Event Dates for 2026

I. Guadarrama reminded the Commission to submit their survey responses so that event dates for 2026 can be scheduled.

COMMITTEE UPDATES

Recognize (Robert Kalicki, David Shutan)

The Recognize committee provided the Commission with an update on their Made in Mundelein project, highlighting local manufacturing companies. They are currently drafting several social media posts for staff to publish at a future date.

Advise (Michael Decker, Raymond Jackson)

A. Trillhaase mentioned to the Commission that at a recent Village Board meeting, two businesses were seeking liquor licenses. She asked if the Economic Development Commission could pre-screen businesses applying for liquor licenses. Staff noted that while the Commission can meet with these applicants, the businesses may proceed even if staff advises against it. Additionally, staff emphasized avoiding duplication of efforts, as these businesses are already consulted by staff before appearing before the Village Board.

L. Lowry left at 8:12 AM.

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. Staff will begin scheduling interviews in early January.

Retain (Angela Trillhaase, Miguel Echevarria)

A. Trillhaase mentioned that snow removal in the downtown area and other specific areas around Mundelein is becoming an issue, as these walkways are becoming dangerous for pedestrians. Mr. Guenther explained why having the Village enforce snow removal may not be feasible, due to limited staff and increased costs. He suggested that the best approach is to draft an email to businesses, kindly requesting that they remove snow within a certain number of days after a snowfall. A. Trillhaase mentioned that she will draft the email.

Educate (Virginia Gibbs, Laurie Lowry)

A. Trillhaase mentioned that several Mundelein businesses are concerned about immigration laws and would like training from an employment attorney on how to

proceed. I. Guadarrama noted the organization Mano a Mano Family Resource Center in Waukegan, which provides culturally and linguistically relevant health, education, legal, and community support services to immigrant families and vulnerable individuals. A. Trillhaase will prepare a proposal to present to Mayor Meier regarding bringing in an employment attorney for this training for Mundelein Businesses.

OTHER REPORTS

STAR Grant Report

There were no updates.

VILLAGE PROJECT UPDATES

The Village is currently in the process of updating its Comprehensive Plan and Zoning Ordinance. Staff is revising the growth area within the Comprehensive Plan to better reflect the community’s vision for neighborhood design, transportation, mobility, and future development. Additionally, staff is proposing multiple text amendments throughout the Zoning Ordinance to streamline regulations, improve clarity, and ensure the code reflects current development practices and community priorities. A. Orenchuk provided the Commission with an update on the status of all residential projects and their current occupancy percentages.

NEXT REGULARLY SCHEDULED MEETING, Thursday January 22, 2026

ADJOURNMENT

Motion by M. Echeverria, seconded by V. Gibbs to adjourn the meeting.

RESULT:	Passed [Yes 7, No 0, Abstained 0]
MOVER:	Commissioner Miguel Echeverria
SECONDER:	Commissioner Virginia Gibbs
AYES:	Michael Decker, Edward Streb, Robert Kalicki, Angela Trillhaase, Miguel Echeverria, Virginia Gibbs, David Shutan
NAYS:	None
ABSTAIN:	None

Meeting adjourned at 8:57 AM

Respectfully submitted,

Jessica Marvin, Associate Planner
Recording Secretary

To: Commission Members

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

For: Mundelein Economic Development Commission Meeting of January 22, 2026

Subject: 2026 Business Appreciation Breakfast

Attachments:

1. 2026 Business Appreciation Breakfast Invitation

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	
January 22 nd , 2026 EDC Meeting	<ul style="list-style-type: none"> • Record the BAB Gold Star Video • 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.



YOU ARE CORDIALLY INVITED TO THE 11TH ANNUAL

BUSINESS APPRECIATION BREAKFAST

BROUGHT TO YOU BY THE MUNDELEIN ECONOMIC DEVELOPMENT COMMISSION

FEB 26 2026

7:30 - 9:30 AM

DOUBLETREE HOTEL

510 E IL ROUTE 83, MUNDELEIN, IL



EVENT DETAILS

EVENT PROGRAM:

- BUSINESS EXPO **7:30-8:15 AM**
- BREAKFAST SERVED **8:15 AM**
- PROGRAM **8:30-9:30 AM**

KEYNOTE ADDRESSES BY:

■ **AMANDA ORENCHUK**
DIRECTOR OF THE COMMUNITY
DEVELOPMENT DEPARTMENT

■ **GEORGE SELLAS**
DIRECTOR OF THE BUILDING
DEPARTMENT

■ **VARTAN SEFERIAN**
CEO OF MOUNT ARA

THE KEYNOTE ADDRESS WILL FOCUS ON BUSINESS REGISTRATION, VILLAGE GRANTS, BUILDING PERMITS, AND ONGOING DEVELOPMENT IN OUR TOWN.

FOR: ANY MUNDELEIN
BUSINESS REPRESENTATIVES

EXPO BOOTHS AVAILABLE TO
MUNDELEIN BUSINESSES

**RSVP BY FEB. 23 VIA EVENTBRITE
VISIT: WWW.MUNDELEIN.ORG/EDC
OR SCAN QR CODE BELOW**

SCAN TO RSVP



VILLAGE OF

Mundelein



To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of January 22, 2026

Subject: Event Dates for 2026

Attachments:

None

Background:

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

Following the meeting, staff distributed a survey based on previously considered days of the week. Based on the survey results, the events will be held on the following dates:

Spring Mixer: June 18, 2026

Fall Mixer: September 10, 2026

Breakfast: February 25, 2027

Staff will forward these dates to the Marketing Team for advertising.

Recommendation:

To: Commission Members

From: Isabel Guadarrama, Senior Planner

For: Mundelein Economic Development Commission Meeting of January 22, 2026

Subject: Flyer Campaign

Attachments:

None

Background:

In October of last year, staff finalized the flyer application that allows Mundelein businesses to submit discounts to be featured in a Village flyer. The flyer is intended to be displayed in several locations and targeted toward visitors to Mundelein.

As of the date of this report, staff received two submissions. To ensure the success of this initiative, Commissioners are encouraged to outreach to local businesses and inform them of the campaign. If sufficient content is not received, the project may be discontinued.

The deadline to submit applications for the first round is March 1, 2026.

Recommendation:

EDC members are encouraged to reach out to businesses to promote awareness of the flyer.