

**Mundelein Economic Development
Commission Meeting Minutes**

December 18, 2025

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

