

**AGENDA**  
**MUNDELEIN ECONOMIC DEVELOPMENT COMMISSION MEETING**

April 7, 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 January 22, 2026 Minutes
- VI. NEW BUSINESS
  - A. Brainstorm Session: Addressing Gaps After EDC
  
  - B. Miscellaneous Housekeeping Items
- VII. OLD BUSINESS
  - A. 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

A. STAR Grant Report

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 January 22, 2026. Chairperson Decker called the meeting to order at 7:31 AM.

**ATTENDANCE**

**Commission Attendance:**

**Present:** Chairman Decker, Commissioner Lowry, Commissioner Kalicki, Commissioner Mitial, Commissioner Trillhaase, Commissioner Echeverria, Commissioner Gibbs, Commissioner Jackson

**Absent:** Commissioner Streb, Commissioner Shutan

**Also Present:** Isabel Guadarrama, Senior Planner; and Jessica Marvin, Associate Planner

**ADDITIONS OR DELETIONS TO AGENDA**

A. Trillhaase mentioned to staff that there were a few items from the December meeting agenda that were not added under Old Business on this agenda, specifically snow removal and immigration education. I. Guadarrama noted that these topics are currently being reviewed by the Administration Department, and staff cannot add them to an Economic Development Commission agenda until they receive approval.

**PUBLIC COMMENTARY**

There was no public commentary.

**MINUTES APPROVAL**

**Approval of the December 18, 2025 Meeting Minutes**

**Motion** by M. Echeverria, seconded by R. Kalicki to approve the December 18, 2025 meeting minutes.

<b>RESULT:</b>	<b>Passed [Yes 8, No 0, Abstained 0]</b>
<b>MOVER:</b>	Commissioner Miguel Echeverria
<b>SECONDER:</b>	Commissioner Robert Kalicki
<b>AYES:</b>	Michael Decker, Laurel Lowry, Robert Kalicki, Sarah Mitial, Angela Trillhaase, Miguel Echeverria, Virginia Gibbs, Raymond Jackson
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None

## **NEW BUSINESS**

There was no new business.

## **OLD BUSINESS**

### **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 to participate in the Elevator Pitches segment to discuss internships and workforce development. The subcommittee reminded the Commission to conduct site visits and to call or email the businesses located within their districts.

### **Event Dates for 2026**

I. Guadarrama informed the Commission of the scheduled EDC event dates: Spring Mixer – May 21, 2026; Fall Mixer – September 10, 2026; and Business Appreciation Breakfast – February 25, 2027. She also noted that the Mayor would like the mixer to be less structured and more informal to allow for better mingling. L. Lowry and A. Trillhaase expressed interest in meeting with the Mayor to discuss the possibility of hosting an after-party following the business mixer. The Commission then discussed the pros and cons of holding structured business mixer events. Staff advised the Commission that, due to limited capacity, if the spring business mixer remained in June, staff would be occupied with planning other events and might not be able to provide full support. Staff proposed an alternative date of May 21, 2026. The Commission agreed to move the spring business mixer from June 18, 2026, to May 21, 2026.

### **Flyer Campaign**

I. Guadarrama provided the Commission with an update on the flyer campaign, noting that it has been advertised since October 2025. To date, two submissions have been received, and the deadline is two months away in March. She also identified the two businesses that submitted applications, noting that one business was outside of Mundelein and therefore was denied participation, as the campaign is limited to Mundelein businesses. The Commission discussed the possibility of extending the deadline and suggested promoting the campaign at the Business Appreciation Breakfast in February. Staff noted that if the deadline is extended, due to capacity constraints, the final flyer would likely not be published until later in the fall.

## **COMMITTEE UPDATES**

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

R. Kalicki mentioned that, following the Business Appreciation Breakfast, he and D. Shutan will begin developing a social media campaign for the Made in Mundelein initiative.

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

There were no updates.

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

I. Guadarrama informed the Commission that the Microshop Advisory Group interviews were held last week, with one interview remaining. She noted that, due to the high skill level of all applicants, none will be rejected. Since the number of participants desired for the working group exceeds what the Village Board initially approved, additional approval from the Village Board will be required. The first phase of the working group is to determine the feasibility of the project. The group is divided into four subgroups: Operations, Outreach, Design and Construction, and Fundraising. Once this phase is complete, the working group will present their findings to the Village Board. At that point, the Board will decide whether the working group should proceed to phase two, which involves fundraising, construction of the shops, tenant selection, and providing additional support for marketing and interior design.

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

A. Trillhaase informed the Commission that she is working on a snow removal email to send to Mundelein businesses. I. Guadarrama noted that she had some edits, as the Village does not have an ordinance requiring businesses to clear their walkways and

drive aisles. I. Guadarrama will provide these edits to A. Trillhaase, adjusting the language to make more general statements that strongly recommend snow removal and emphasize its benefits.

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

There were no updates.

**OTHER REPORTS**

**STAR Grant Report**

There were no reports.

V. Gibbs left at 8:40 AM.

**VILLAGE PROJECT UPDATES**

The Commission had a detailed discussion regarding updates to the Village’s business registration process. This included how the Commission can assist the Village in informing the business community about the registration period, which runs from March through the end of April 2026. The Commission requested that staff clarify the rationale behind the fee increases and what value businesses receive in return for registering annually. The registration fee has increased from \$25 to \$35, and now to \$75. Additionally, businesses that register after May 1 are subject to a \$75 late fee, bringing the total to \$150. Staff explained that all businesses operating in Mundelein are required to register with the Village. Staff also noted that registered businesses receive certain benefits, such as being included in the Village’s online business directory. Additionally, the information collected through registrations helps staff keep the Commission informed on key updates, including new business ownership and contact information.

**NEXT REGULARLY SCHEDULED MEETING, Thursday, March 26, 2026**

**ADJOURNMENT**

**Motion** by R. Jackson, seconded by M. Echeverria to adjourn the meeting.

<b>RESULT:</b>	<b>Passed [Yes 7, No 0, Abstained 0]</b>
<b>MOVER:</b>	Commissioner Raymond Jackson
<b>SECONDER:</b>	Commissioner Miguel Echeverria

**AYES:** Michael Decker, Laurel Lowry, Robert Kalicki, Sarah Mital, Angela Trillhaase, Miguel Echeverria, Raymond Jackson  
**NAYS:** None  
**ABSTAIN:** None

Meeting adjourned at 8:47 AM

Respectfully submitted,

Jessica Marvin, Associate Planner  
Recording Secretary

To: Commission Members

From: Amanda Orenchuk, Director of Community Development  
Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of April 7, 2026

Subject: Brainstorm Session: Addressing Gaps After EDC

**Attachments:**

1. EDC Annual Update Presentation

**Background:**

At the March 9, 2026, Committee of the Whole meeting, M. Decker presented the Economic Development Commission's (EDC) 2025 annual review to the Village Board and highlighted additional gaps to be addressed following the EDC's sunset. Staff and the Commission will review the items outlined in the presentation and collaborate on strategies to address them effectively.

**Recommendation:**

# ECONOMIC DEVELOPMENT COMMISSION



Annual Update  
Committee of the Whole  
March 9, 2026

# Economic Development Commission

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➤ **Powers and Duties (established by Ordinance 94-3-11, published 3/10/1994):**

*“The business 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”*

- **Name changed to Economic Development Commission (Ordinance 08-11-61, Published 11/25/2008)**
- **EDC to sunset April 30, 2026**

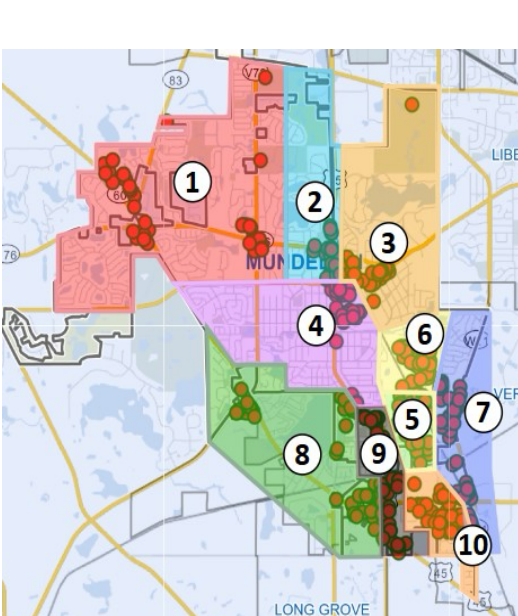
# EDC Goals

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- ATTRACT** New Businesses
- RETAIN** Existing Businesses
- RECOGNIZE** Local Businesses
- ADVISE** the Village Board
- EDUCATE** EDC Members, Board, Businesses, and the Public



# Commissioner Districts



**District 1:**  
David  
Shutan



**District 2:**  
Virginia  
Gibbs



**District 3:**  
Angela  
Trillhaase



**District 4:**  
Miguel  
Echeverria



**District 5:**  
Michael  
Decker,  
Chairman



**District 6:**  
Raymond  
Jackson



**District 7:**  
Laurie  
Lowry



**District 8:**  
Sarah  
Mital



**District 9:**  
Edward  
Streb



**District 10:**  
Robert  
Kalicki

# 2025 Events and Outreach

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- ❑ Business Appreciation Breakfast in Feb 2025
  - / 97 Attendees/ 49 Businesses
- ❑ Summer Business Mixer in June
  - / 54 Attendees/ 27 Businesses
- ❑ Fall Mixer in November
  - / 50 Attendees/ 22 Businesses
- ❑ Business Outreach Site Visits
- ❑ Outreach to MHS Career Ed
- ❑ Sponsorship Outreach
- ❑ EDC Table at Grand Prix and Farmers Market
- ❑ Outreach to Local Business Resource Organizations



# 2025 Other Activities

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- Advancement of MicroShop Retail Incubator
- S.T.A.R. Grants
  - / Smokin BBQ
  - / Mount Ara
  - / Nova Dental Care
- Chamber Membership Grant—Three Birds Yarn Studio
- Gold Star Awards
  - / Business Investment/Expansion – Advantage Material Handling, Inc.
  - / Community Involvement – AREA Coffee
  - / Customer Service – TieMart
  - / Mundy Pride – Out of This World Embroidery
- Vacancy Data Collection



# Post EDC: Gaps to be Addressed

- ❑ Continued development of retail incubator concept (MicroShops)
- ❑ Opportunities for information-sharing and networking (Breakfast and two mixers were planned)
- ❑ Coupon flyer for distribution at Mundelein hotels and community events (Farmers Market, Grand Prix, etc.)
- ❑ Proposed Trending Issue Seminar
- ❑ Proposed “Made in Mundelein” project to highlight Mundelein manufacturing businesses
- ❑ Liaison between businesses and Village
  - Personal outreach to businesses to share information and facilitate business access to community resources
  - Personal welcoming/orientation of new businesses
  - Obtaining timely vacancy data based on direct contact with businesses
  - “Exit interviews” with businesses to solicit feedback

To: Commission Members

From: Amanda Orenchuk, Director of Community Development  
Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of April 7, 2026

Subject: Miscellaneous Housekeeping Items

**Attachments:**

None

**Background:**

If there are any outstanding items you would like staff to be aware of, or if you are working on any projects, assisting a business owner, or would like staff to follow up with an organization, please let us know.

**Recommendation:**

To: Commission Members

From: Amanda Orenchuk, Director of Community Development  
Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of April 7, 2026

Subject: 2026 Business Appreciation Breakfast

**Attachments:**

None

**Background:**

Thank you to everyone who helped out with the Business Appreciation Breakfast. The event was well attended, with a total of 110 attendees representing 44 businesses, consistent with participation levels from the previous year.

**Survey Overview and Results:**

- A total of 49 raffle entries were received. Of those, **28** participants completed the survey questions included on the raffle slip.
- **100%** of respondents indicated they would attend the event again next year.
- **100%** of respondents reported making at least one new business connection during the breakfast.
- Staff has compiled attendee responses regarding their favorite aspects of the event, as summarized below:

Business Expo	17
Networking	16
Gold Star Awards	10
Elevator Pitches	9
Keynote Address	8

**Recommendation:**

To: Commission Members

From: Amanda Orenchuk, Director of Community Development  
Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of April 7, 2026

Subject: STAR Grant Report

**Attachments:**

None

**Background:**

Staff would like to inform the Commission that the STAR Grant and Chambership Grant will remain available to the Mundelein business community. Staff will bring these grant programs to a future Village Board agenda for review and approval of updated application language.

**Recommendation:**