

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 Mital, 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.

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

RESULT:	Passed [Yes 7, No 0, Abstained 0]
MOVER:	Commissioner Raymond Jackson
SECONDER:	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