

**Mundelein Economic Development
Commission Meeting Minutes**

October 24, 2024

CALL TO ORDER

The regularly scheduled meeting of the Economic Development Commission was held on 10/24/2024. Chairperson Decker called the meeting to order at 7:31 AM.

ATTENDANCE

Commission Attendance:

Present: Michael Decker; Miguel Echeverria; Laurel Lowry; Edward Streb; Jennifer Grieco; and Raymond Jackson Jr.

Absent: Sarah Mitia; Virginia Gibbs; Robert Kalicki; and Angela Trillhaase

Commissioner S. Mitia joins the Commission at 7:38 AM

Also Present: Amanda Orenchuk, Director of Community Development; Jessica Marvin, Associate Planner; Isabel Guadarrama, Senior Planner; and Tim Wilson, Village of Mundelein Trustee

Commissioner M. Echeverria steps out at 9:07 AM

Commissioner R. Jackson Jr. steps out at 9:08 AM

ADDITIONS OR DELETIONS TO AGENDA

Chairman M. Decker asks to reword the membership section of the September 26, 2024, meeting minutes.

PUBLIC COMMENTARY

There were no public comments.

MINUTES APPROVAL

Approval of the September 26, 2024 Minutes

Motion to approve the September 26, 2024, Economic Development Commission Regular Meeting Minutes.

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

NEW BUSINESS

Business Appreciation Breakfast 2025

Motion to approve the budget of \$5,000 for the Business Appreciation Breakfast 2025.

J. Marvin expressed the importance of starting to plan this event early. The subcommittee for the event includes J. Grieco, R. Kalicki, and R. Jackson Jr., with M. Echeverria as an additional member for support if needed. The Commission narrowed down the dates to February 19, 2025, and February 26, 2025. J. Marvin will ask the mayor if he is available on either of those dates. The Commission also decided to host a breakfast instead of a dinner, as attendance tends to be higher. The event will be held from 7:30 AM to 9:30 AM at the DoubleTree Hotel.

RESULT:	Passed [Yes 7, No 0, Abstained 0]
MOVER:	Commissioner Edward Streb
SECONDER:	Commissioner Miguel Echeverria
AYES:	Michael Decker, Edward Streb, Laurel Lowry, Sarah Mitial, Jennifer Grieco, Miguel Echeverria, Raymond Jackson
NAYS:	None
ABSTAIN:	None

J. Marvin asked the Commission to forward the names of possible Gold Star nominees. Chairman M. Decker requested that they include the category in which each nominee excels. The list of businesses will be presented at the November meeting.

Commissioner Email Policy and Mandatory Acknowledgment Form

The Commissioners received the policy and forms at the meeting. J. Marvin reiterated the importance of using the new email address. The Commissioners will receive new business cards with the updated information.

2025 Meeting Calendar

Commissioners agreed to keep the EDC meetings on the 4th Thursday of every month with the exception of November and December as they fall on the holiday. The meetings in November and December will be the week before.

Budget for Fiscal Year 2025-2026

Motion to request \$10,000 for next fiscal year's budget.

L. Lowry would like to host two networking events next year: one in the spring and the

other in the fall. Trustee Wilson asked the staff to look for a business sponsor to fund some of the events. A. Orenchuk stated that this is always a possibility; however, they need to budget as if they will not receive any sponsorships. The commissioners noted that if they hold an event every quarter, they will need to raise the budget from the previous year.

RESULT:	Passed [Yes 7, No 0, Abstained 0]
MOVER:	Commissioner Laurel Lowry
SECONDER:	Commissioner Edward Streb
AYES:	Michael Decker, Edward Streb, Laurel Lowry, Sarah Mitial, Jennifer Grieco, Miguel Echeverria, Raymond Jackson
NAYS:	None
ABSTAIN:	None

Quarterly Commission Updates

Chairman M. Decker would like to keep track of all the recommendations and comments received from the site visits. He would like to track them over time to see what is being said.

OLD BUSINESS

Digital Buzz: Social Media Guide for Business Growth

J. Marvin showed the Commissioners the invitation for the event and reviewed the agenda. Chairman M. Decker suggested adding more details about the event to the invitation. A. Orenchuk asked the Commissioners if they would be ready to host the event in two weeks. She emphasized that quality is more important than quantity and recommended including social media information for the Business Appreciation Breakfast event, suggesting that social media experts serve as keynote speakers. The Commissioners questioned whether there would be enough time for this. R. Jackson Jr. reminded them that it's four months away, providing plenty of time to plan. Other Commissioners noted that there had been a lot of free time in previous years. The Commissioners also agreed to have a photographer available to take personal headshots of attendees to continue assisting business owners and employees.

Subcommittee: Jen, Miguel, and Raymond

Back to Business Mixer

J. Marvin provided a brief overview of the event, stating that overall, the feedback has been positive. L. Lowry mentioned that the event also helped attract new businesses and shared the story of someone who was present. E. Streb suggested incorporating this feedback for next year.

Subcommittee: Laurie, Angela, and Sarah

Chamber Membership Grant Program

There were no questions or comments.

Great Lakes Naval Base Welcome Packet/Pamphlet

J. Marvin stated that this agenda item will be continued in the next meeting.

COMMITTEE UPDATES

There were no committee updates.

Recognize (Robert Kalicki, Jen Grieco)

Advise (Michael Decker, Raymond Jackson)

Attract (Ed Streb, Sarah Mitia)

Retain (Angela Trillhaase, Miguel Echevarria)

Educate (Virginia Gibbs, Laurie Lowry)

OTHER REPORTS

Site Visits and After Site Visit Form

There were no updates.

VILLAGE PROJECT UPDATES

There were no updates.

NEXT REGULARLY SCHEDULED MEETING, Thursday, November 21, 2024, at 7:30 AM

ADJOURNMENT

Motion to Adjourn

Motion to adjourn the Regular Economic Development Commission Meeting of October 24, 2024.

RESULT:	Passed [Yes 5, No 0, Abstained 0]
MOVER:	Commissioner Laurel Lowry
SECONDER:	Commissioner Edward Streb
AYES:	Michael Decker, Edward Streb, Laurel Lowry, Sarah Mitia, Jennifer Grieco
NAYS:	None
ABSTAIN:	None