

AGENDA

MUNDELEIN ECONOMIC DEVELOPMENT COMMISSION MEETING

December 19, 2024 - 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 November 21, 2024 Minutes

VI. NEW BUSINESS

A. 2024 Gold Star Awards

The Recognize Committee (Robert Kalicki and Jen Grieco) should contact the 2024 Gold Star Award Winners by Wednesday, January 8, 2025.

VII. OLD BUSINESS

A. Business Appreciation Breakfast 2025

Subcommittee should meet and continue to execute tasks for the breakfast.

B. Great Lakes Naval Base Welcome Packet/Pamphlet

C. Batavia Boardwalk Shops

VIII. COMMITTEE UPDATES

- A. Recognize (Robert Kalicki, Jen Grieco)
- B. Advise (Michael Decker, Raymond Jackson)
- C. Attract (Ed Streb, Sarah Mitial)
- D. Retain (Angela Trillhaase, Miguel Echevarria)
- E. Educate (Virginia Gibbs, Laurie Lowry)

IX. OTHER REPORTS

- A. Site Visits and After Site Visit Form

X. VILLAGE PROJECT UPDATES

XI. NEXT REGULARLY SCHEDULED MEETING, THURSDAY, JANUARY 23, 2025 AT 7:30 AM

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 11/21/2024. Chairperson Decker called the meeting to order at 7:30 AM.

ATTENDANCE

Commission Attendance:

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

Absent: Commissioner Streb, Commissioner Mitia, Commissioner Grieco, Commissioner Jackson

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

Commissioner E. Streb joins the Commission at 7:32 AM

Commissioner J. Grieco joins the Commission at 7:34 AM

Commissioner J. Grieco leaves the Commission at 8:17 AM

ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTARY

There were no public comments.

MINUTES APPROVAL

Approval of the October 24, 2024 Meeting Minutes

Motion to approve the October 24, 2024, Economic Development Commission Regular Meeting Minutes.

RESULT:	[Yes 6, No 0, Abstained 0]
MOVER:	Commissioner Miguel Echeverria
SECONDER:	Commissioner Robert Kalicki
AYES:	Michael Decker, Laurel Lowry, Robert Kalicki, Angela Trillhaase, Miguel Echeverria, Virginia Gibbs
NAYS:	None
ABSTAIN:	None

NEW BUSINESS

Batavia Boardwalk Shops

Commissioner E. Streb gave an overview of his trip to Batavia. Batavia provides space for businesses to start in town. To date, about 21 shops have transitioned to brick-and-mortar locations. These small shops were funded through grants. The shops in McHenry were funded through donations and are operated by the Chamber of Commerce. Batavia has offered to help Mundelein start their own project. Commissioner E. Streb stated that, in order to begin, they would first need to discuss what they are looking to do and accomplish, and then find possible locations. The Commission agreed that this was a good idea and created a subcommittee composed of Commissioner E. Streb, L. Lowry, and S. Mitia. Commissioner A. Trillhaase volunteered to assist or replace Commissioner S. Mitia if she was unavailable.

OLD BUSINESS

Business Appreciation Breakfast 2025

J. Marvin asked the Commission to confirm the date and time of the event. She stated that the photographer had confirmed they could do headshots for an hour during the event. She is still waiting for confirmation from the keynote speaker recommended by Commissioner R. Jackson Jr. She asked that, if this speaker does not confirm, another option be provided. The Business Appreciation Breakfast will be held on February 26, 2025, from 7:30 AM to 9:30 AM at the DoubleTree Hotel in Mundelein.

Commissioner Email Policy and Mandatory Acknowledgment Form

J. Marvin asks the Commission for submitting the forms.

Budget for Fiscal Year 2025-2026

J. Marvin asks that they submit any changes to her by Monday, November 25, 2024.

Great Lakes Naval Base Welcome Packet/Pamphlet

J. Marvin asks the Commission to go to their designated businesses and ask if they are willing to offer military discounts and be part of the pamphlet.

COMMITTEE UPDATES

There were no committee updates

Recognize (Robert Kalicki, Jen Grieco)

Advise (Michael Decker, Raymond Jackson)

Attract (Ed Streb, Sarah Mitial)

Retain (Angela Trillhaase, Miguel Echevarria)

Educate (Virginia Gibbs, Laurie Lowry)

OTHER REPORTS

Site Visits and After Site Visit Form

J. Marvin reminds everyone that they should be performing their site visits and submitting the post-site visit forms to Staff.

VILLAGE PROJECT UPDATES

A. Orenchuk informs the Commission that there has been software issues throughout the Village. It is expected to have a new software in January, however, all residents that are having issues should contact the Village in the meantime.

NEXT REGULARLY SCHEDULED MEETING, Thursday, December 19, 2024, at 7:30 AM

ADJOURNMENT

Motion to adjourn the Regular Economic Development Commission Meeting of November 21, 2024.

Motion to adjourn the Regular Economic Development Commission Meeting of November 21, 2024.

RESULT: [Yes 7, No 0, Abstained 0]

MOVER: Commissioner Angela Trillhaase

SECONDER: Commissioner Virginia Gibbs

AYES: Michael Decker, Edward Streb, Laurel Lowry, Robert Kalicki, Angela

	Trillhaase, Miguel Echeverria, Virginia Gibbs
NAYS:	None
ABSTAIN:	None

Meeting adjourned at 8:22 AM.

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of December 19, 2024

Subject: 2024 Gold Star Awards

Attachments:

None

Background:

Selection of Gold Star Awards:

The businesses below have yet to be informed, and the Recognize Committee (Robert Kalicki and Jen Grieco) should inform the winners. Please contact them in person or over the phone by **Wednesday, January 8, 2025** by NOON. If you are unable to contact them by that time, please let staff know immediately.

Below are the Gold Star Award Winners of 2024!

Business Investment/Expansion	Smokin' BBQ on 45
Community Involvement	Tonality Brewing Company
Customer Service	MGN Lock and Key
Mundy Pride	Ultimate Screen Printing

Staff is working with the Communication and Marketing Manager, Freedom, and KTR Media, Kevin Quinn, to create the 2024 Gold Star Award's video.

Recommendation:

The Recognize Committee (Robert Kalicki and Jen Grieco) should contact the 2024 Gold Star Award Winners by Wednesday, January 8, 2025.

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of December 19, 2024

Subject: Business Appreciation Breakfast 2025

Attachments:

None

Background:

Event Info:

- The Business Appreciation Breakfast (BAB) will be held at the DoubleTree Hotel on Wednesday, February 26, 2025, from 7:30 to 9:30 AM.
- We will be using the same invitation as last year (see below).
- EDC members are encouraged to attend the Business Appreciation Breakfast.

Schedule:

Please see the BAB schedule below:

- Business Expo Booth Setup: 7:00 – 7:30 AM
- Business Expo: 7:30 – 8:15 AM
- Breakfast: 8:15 AM
- Program: 8:30 – 9:30 AM
- Closing Remarks: 9:30 AM

Professional Business Headshots and Event Photos:

Staff received a quote from Ernie J. Schweit Fine Art Photography for \$400 for business headshot session with two photographers and \$200 for taking event photos.

Keynote Speaker:

Staff is reaching out to additional keynote speakers and will provide an update at the December meeting.

Other:

The subcommittee (Jen, Ray, and Bob) and staff should schedule a meeting to discuss the event and provide any updates before the new year.



Timeline for the 2025 Business Appreciation Breakfast

December 19th EDC Meeting/Early January

- Finalize Keynote Speaker(s)
- Order and distribute BAB invites
- Create Eventbrite page
- Start Promoting the BAB
- Recognize Committee to contact the Gold Star Winners
- Contact Kevin Quinn to record the 2024 Gold Star Winners and create a video

January 23rd, 2025 EDC Meeting

- Organize and 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 2025: Event Month

- Continue to promote the BAB
- Finalize any items that are left

Recommendation:

Subcommittee should meet and continue to execute tasks for the breakfast.

To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of December 19, 2024

Subject: Great Lakes Naval Base Welcome Packet/Pamphlet

Attachments:

None

Background:

Staff is working on creating a flyer for this project and will provide an update at Thursday's meeting.

Recommendation:



To: Commission Members

From: Jessica Marvin, Associate Planner

For: Mundelein Economic Development Commission Meeting of December 19, 2024

Subject: Batavia Boardwalk Shops

Attachments:

None

Background:

The subcommittee (Ed, Sarah, and Laurie) will report on any updates.

Recommendation: