



**Village of Mount Prospect
Special Events Commission
Regular Meeting Agenda**
911 E. Kensington Road Mount Prospect, IL 60056

October 2, 2023

Police Department HQ - Community Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. September 11, 2023
- 4. Current Financial Report**
 - 4.1. September 30, 2023
- 5. Old Business**
 - 5.1. Special Events Commission Shirts
 - 5.2. Ideas for Potential Food Truck Festival
- 6. Current Business**
 - 6.1. Upcoming events
 - Halloween Decorating Contest
 - Shining Stars Gala 2024
 - Award categories and timeline
 - Christkindlmarket
 - Holiday House Decorating Contest
- 7. Open Floor/Discussion**
 - 7.1. Subcommittees
 - 7.2. Meeting Location
- 8. Adjournment**

Any individual with a disability who would like to attend this meeting should contact the Village Manager's Office at 50 S. Emerson St., 847-391-6000 or djarosz@mountprospect.org

**Village of Mount Prospect
Special Events Commission
Special Meeting Minutes – September 11, 2023
Mount Prospect Village Hall**

Members in Attendance: Brian Lambel (Chair), Jeannie Macatangay, Bill Grimpe, Denise Peterson, Hazel Oreluk, Chris Gordon, Vicki Chung, Alan Cervenka, Katie Cousino, Patti Quill, Fred Steinmiller, Kylie Cerk (Staff Liaison)

Absent: Christina Greco, Daniel Frystak

1. Call to Order at 7:05pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes – August 7, 2023
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Cervenka
 - b. In Favor – All
 - c. Opposed – None
 - d. Abstained – Commissioner Quill
4. Current Financial Reports
 - a. Motion to approve by Commissioner Cervenka; Second by Commissioner Peterson
 - b. In Favor – All
 - c. Opposed – None
5. Old Business
 - a. Family Bike Ride Recap
 - i. Commissioner Cousino reported that the event went great and had approximately 65 attendees. Commissioner Cousino suggested sending a reminder email to attendees beforehand, as many forgot they had signed up.
 - ii. Commissioner Cousino will create a list of all items needed for the bike ride, such as tables, chairs, and speakers from Public Works.
 - iii. The Commission discussed holding a second bike ride on the north side of Mount Prospect, which has been added to the budget for 2024.
 - iv. Commissioner Cousino is unsure if the demand is high enough to host two bike rides, but she does intend to change the location periodically to be more inclusive of different neighborhoods.
 - v. Commissioner Cervenka mentioned that he and Commissioner Peterson plan to add a kids' bike parade to the start of the 4th of July Parade.
 - b. Celebration of Cultures Recap
 - i. Liaison Cerk reported that Celebration of Cultures attendance was higher than ever. She stated that the event planning committee had not met yet to recap.
 - ii. The Commission discussed advertising the event in different languages and targeting the apartment complexes near Kopp Park more directly.

6. Current Business

a. Budget Update

- i. Chairperson Lambel reported that he and Liaison Cerk met with Village Manager Cassady to discuss budget increases for the Special Events Commission in 2024.
- ii. The Family Bike Ride budget was increased to accommodate a second bike ride, and the line item for "Other" was increased to fund the new Halloween Decorating Contest.

b. Special Events Commission T-shirts

- i. Commissioner Peterson received a quote for polo shirts.
- ii. The Commission will seek out more quotes, including from Mount Prospect businesses that are able to do the work. Follow up will take place at a future meeting.

c. Halloween Decorating Contest

- i. Commissioner Chung presented plans to host a Halloween decorating contest for all properties in Mount Prospect. Participants will be required to register, and a map of homes and businesses will be made available to the public.
- ii. Commissioner Oreluk motioned to host the Spooktacular Halloween Decorating Contest; Second by Commissioner Chung
- iii. In Favor – All
- iv. Opposed – None

d. 2024 Shining Stars

- i. The Commission discussed reviewing the award categories for this year to be more inclusive.
- ii. Commissioners will send their ideas to Liaison Cerk before the next meeting, and she will make a list that can be reviewed and decided on by the entire group in October.

e. Christkindlmarket

- i. Liaison Cerk is working on updating the vendor form.
- ii. The Commission discussed whether the event should start at 3pm or 4pm. Chairperson Lambel stated that the start time of the event has an impact on the Village's Finance Department, which has a front desk and lobby next to the Community Room where the market is hosted.

f. Holiday House Decorating Contest

- i. Commissioner Gordon, who usually takes the lead on this event, announced that he would like to give someone else the opportunity to participate in planning.
- ii. The Commission discussed holding the event following the same formula as the Halloween Decorating Contest, led by Commissioner Chung.

7. Open Floor/Discussion

a. Special Events Commission Inventory

- i. Liaison Cerk thanked Commissioners Greco, Quill, and Chung for assisting with inventory of Special Events Commission items in the basement of Village Hall.

- b. Ideas for Potential Food Truck Festival
 - i. Commissioners Macatangay and Cousino presented initial ideas for holding a food truck event the first weekend of April in the West Farmers Market lot.
 - ii. Liaison Cerk stated that the Village has never held an event like this, and sufficient planning will need to be done so the event does not negatively impact local businesses. Liaison Cerk reported that tying this event to another existing event or partnering with an organization may create more success for a first-time event.
 - iii. Commissioner Macatangay will continue researching and crafting a proposal. Commissioners Steinmiller and Gordon expressed interest in helping plan the event. Further discussion of creating a subcommittee will take place.
- 8. Next Meeting – Monday, October 2, 2023, 7pm at Police Headquarters
- 9. Adjournment at 8:55pm
 - a. Motion to adjourn by Commissioner Frystak; Second by Commissioner Peterson
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

September 30, 2023

Cash Balance August 31, 2023

\$ 2,577.10

Receipts:

Total Receipts

\$ -

Disbursements:

Total Disbursements

\$ -

Cash Balance September 30, 2023

\$ 2,577.10

SPECIAL EVENTS COMMISSION
Celestial Celebration XXX - 2023
Statement of Receipts and Disbursements
September 30, 2023

	Current Period	Total
Receipts:		
Sponsors		
Environmental Protection Industries, Inc		500.00
Andreani Family Foundation/Norwood Builders Inc		500.00
Friedrichs Funeral Home		1,500.00
Busse Automotive, Inc		500.00
Chokshi Filippone Law LLC		500.00
Tom & Mary Zander, Berkshire Hathaway Starck Real Estate		500.00
Peterson Roofing Inc		1,500.00
Remi Develoipment LLC		1,500.00
Nicholas & Associates, Inc		1,500.00
Mt. Prospect Lions Charities, Inc		1,500.00
Arrow Road Construction Co.		500.00
Camosy Construction		250.00
B&E Accounting & Tax PC		500.00
Formula Auto Repair		250.00
HQ Residencies LLC		500.00
Mt. Prospect Park District		250.00
Busey Bank		500.00
Byte Me! Computer Sales		250.00
Vince Dante Real Estate		500.00
Wingspan Developmet Group		500.00
Capannari Ice Cream		250.00
		-
Tickets Sales		-
Tickets		5,375.00
PayPal		13,770.00
	\$ -	\$ 33,395.00
Disbursements:		
Out of Control Music		2,000.00
Wilma Vending - Late Night Buffet		662.50
The Cotillion - 2023 Celestial Celebration deposit		19,896.00
CBS Awards Inc - 2023 Shining Stars Awards		1,176.00
G&J Associates - 2023 Shining Stars Banner		444.80
Lauren Korosa (Bimb's Balloons)		350.00
Michael Dziadus - Photography Services		1,000.00
Z Search Recruiting, Inc - Photography Services		1,000.00
Pro-Mix Audio & Lighting - A/V Support		4,000.00
Lisa Eckert - program design		600.00
Purple Rose		2,604.00
PayPal Fees		557.44
Amazon - event supplies		554.41
The Stevens Group - program printing		164.00
Amazon - table numbers		29.64
	\$ -	\$ 35,038.79
Excess/(Deficiency) of Receipts Over Disbursements	\$ -	\$ (1,643.79)

Current Month	Total
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\$	-	\$	-
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\$	-	\$	208.00
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\$ - \$ (208.00)

SPECIAL EVENTS COMMISSION
2023 Event Activity
For the Nine Months Ending September 30, 2023

	<u>Receipts</u>	<u>Disbursements</u>	<u>Event Profit/(Loss)</u>
Celestial Celebration	33,395.00	35,038.79	(1,643.79)
Other:			
PO Box annual fee		176.00	(176.00)
Special Events Table Cloth		272.44	(272.44)
Giveaways		74.01	(74.01)
Family Bike Ride		208.00	(208.00)
Holiday Market - ChristKindl Market			-
Holiday Decorating			-
Total Activity	<u>\$ 33,395.00</u>	<u>\$ 35,769.24</u>	<u>\$ (2,374.24)</u>

SPECIAL EVENTS COMMISSION

4th of July Parade

Statement of Receipts and Disbursements

September 30, 2023

	Current Month	Total
Receipts:		
		-
Disbursements:		
Fairway Golf Cars, Inc.		650.00
Illinois Brass Band Association		2,250.00
Chicago Metropolitan Brass Ensemble Inc.		1,500.00
Nicholas Frasch		500.00
Elite Striders Positive Youth Organization		1,700.00
Achen K Mathew		400.00
New Generation Fancy Drill Team		2,500.00
Prairie Brass Band		2,250.00
Township High School District 214		2,000.00
Patek, David L.		800.00
Illinois Region - Marc		330.00
Oriental Trading Company		623.38
Uline Inc		5,024.64
Menard Inc.		49.84
Armenakis Enterprises Ltd.		93.50
Traffic Control & Protection Inc		732.00
Service Sanitation, Inc.		1,020.00
	-	22,423.36
Excess/(Deficiency) of Receipts Over Disbursements	\$ -	\$ (22,423.36)

* 4th of July Parade expenses are charged to a separate account number rather than to the Special Events Commission line item. These expenses are not included in the Treasurer's Report and are supplied for informational purposes.