



**Village of Mount Prospect
Special Events Commission
Special Meeting Agenda
50 S. Emerson Street Mount Prospect, IL 60056**

September 9, 2024

Village Hall - Executive Conference Room

6:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. July 1, 2024
 - 3.2. August 5, 2024
- 4. Current Financial Report**
 - 4.1. August 2024
- 5. Old Business**
 - 5.1. Celebration of Cultures Recap
 - 5.2. Lemons of Love Food Truck Event Update
 - 5.3. Christkindlmarket
 - 5.4. Shining Star Awards/Shining Stars Gala
- 6. New Business**
 - 6.1. Halloween Decorating Contest
 - 6.2. Winter Event at Randhurst
- 7. Any Other Business**
- 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
Meeting Minutes – July 1, 2024
Mount Prospect Village Hall**

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

Absent: Hazel Oreluk, Patti Quill

1. Call to Order at 7:04pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Motion to approve the minutes by Commissioner Cervenka; Second by Commissioner Grimpe
 - b. In Favor – All
 - c. Opposed – None
4. Current Financial Reports
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Greco
 - b. In Favor – All
 - c. Opposed – None
5. Old Business
 - a. Family Bike Ride Recap
 - i. Commissioner Cousino reported that the bike ride was a huge success that the whole group contributed to. Approximately 200 people registered, though not all showed up day-of.
 - ii. Chairperson Lambel reported that there are some helmets leftover. The group discussed potentially donating them to the Village's Human Services or Police Departments. Chairperson Lambel will bring the request to the Lions Club, who donated funds to purchase the helmets.
 - iii. Commissioners Cousino and Gordon stated that they will step down as event co-chairs to allow others a chance to chair the event.
 - iv. Commissioner Gordon brought up a gesture to thank the Lions Club. Commissioner Cousino planned to work on a "thank you" card.
 - b. 4th of July Parade
 - i. Commissioner Cervenka reported 68 entrants in the parade, which is more than the previous year.
 - ii. Commissioner Cervenka requested that commissioners volunteering arrive at noon. This year, each volunteer is assigned a section to manage.
 - c. Lemons of Love Food Truck Event Partnership
 - i. Commissioners Gordon and Macatangay reported that they are working on setting up a meeting with Lemons of Love to figure out details.
 - ii. The event chairs will brainstorm about a fundraising aspect to the event that benefits cancer research.

6. New Business
 - a. Volunteer Opportunities
 - i. Chairperson Lambel stated that the Lions Club is looking for volunteers for the 4th of July Fest and wanted to gauge interest for volunteering as a commission (broken up into different shifts).
 - ii. Liaison Cerk also mentioned that there will be volunteer opportunities for commissioners at the Village's Block Party.
7. Open Floor/Discussion
 - i. Commissioner Greco reminded the group of the Christkindlmarket event and asked the commission to brainstorm ideas for this year.
 - ii. Commissioner Cousino inquired about an event that teaches students about Village government, similar to a "Student Government Day."
8. Next Meeting – Monday, August 5, 2024, 7pm at Village Hall **[meeting time was later changed to 6 pm]**
9. Adjournment at 8:15pm
 - a. Motion to adjourn by Commissioner Chung; Second by Commissioner Greco
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

**Village of Mount Prospect
Special Events Commission
Meeting Minutes – August 5, 2024
Mount Prospect Village Hall**

Members in Attendance: Brian Lambel (Chair), Christina Greco, Hazel Oreluk, Jeannie Macatangay, Bill Grimpe, Chris Gordon, Denise Peterson, Vicki Chung, Fred Steinmiller, Katie Cousino

Absent: Alan Cervenka, Patti Quill, Kylie Cerk (Staff Liaison)

1. Call to Order at 6:04pm
2. Citizens to be Heard
 - a. Mr. Kevin Bolger addressed the Commission, requesting that the rules for the Halloween and Holiday Decorating Contests explicitly prohibit decorating parkways and sidewalks to ensure the safety of Mount Prospect residents, in accordance with Village Code, Chapter 9.
3. Approval of Minutes
 - a. The approval of the minutes from the July 1, 2024 meeting has been deferred to the September 2024 meeting. The Commission requests that Staff Liaison Cerk provide a copy of these minutes before the September meeting.
4. Current Financial Reports
 - a. The Commission reviewed the financial report for July 2024. No questions were raised, and no revisions were necessary. The report was accepted as presented.
5. Old Business
 - a. 4th of July Parade Recap
 - i. The Lemons of Love Food Truck Event is scheduled for October 6, 2024 (Sunday) at 9:30 AM at Lion's Park. Two food trucks are confirmed to attend. Commissioner Gordon will work on coordinating with the Park District.
 - b. Celebration of Cultures
 - i. The Celebration of Cultures will take place on August 24, 2024 (Saturday) from 11:00 AM to 4:00 PM at Rec Plex. Volunteers are needed, and a sign-up sheet will be distributed to the Commission in the coming weeks.
6. New Business
 - a. 2025 Budget
 - i. Chairperson Lambel and Staff Liaison Cerk reviewed the 2025 Budget with the Village's finance staff. Funds have been allocated for the 2025 Shining Stars Event, the Bike Ride event, the 4th of July parade, the Celebration of Cultures, the Halloween Decorating Contest, the Holiday Decorating Contest, and a potential winter event.
 - b. Christkindlmarket/Winter Events
 - i. The 2024 Mount Prospect Christkindlmarket and Village Tree Lighting Ceremony will be held on November 24 (Wednesday) from 4:00 PM to 7:00 PM in the Farley Community Room at Village Hall, 50 South Emerson Street. Commissioner Greco should be contacted with

suggestions for food and craft booth participants. Booth rentals are priced at \$40.

- c. Shining Star Awards/Shining Stars Gala
 - i. The 2025 Shining Stars Gala is scheduled for February 1, 2025, from 6:00 PM to 12:00 AM. Commissioners Greco, Oreluk, and Cousino will assess the costs of the following banquet halls: Victoria in the Park, Manzo's, Crystal Palace Banquets, and Metropolis Ballroom. The Commission will consider hiring a DJ rather than a band, depending on cost. The award categories will remain unchanged. The selection of a vendor for the late-night snack will be made once the venue is confirmed.
- 7. Any Other Business
 - i. Commissioner Cousino will step down as chair of the Bike Ride. A new chair for the 2025 Bike Ride is needed.
 - ii. The surplus bike helmets from the 2024 Bike Ride will be distributed to Mount Prospect schools at the beginning of the school year.
 - iii. The Commission considered a potential pickleball event in April 2025 in collaboration with The Picklr, a new business opening on September 21, 2024, at 211 S. Rand Rd., Mount Prospect, IL.
- 8. Next Meeting – Monday, September 2, 2024, 7pm at Village Hall **[meeting was later canceled and rescheduled to September 9, in observance of Labor Day]**
- 9. Adjournment at 7:15pm

Minutes recorded by Commissioner Hazel Oreluk

SPECIAL EVENTS COMMISSION

Treasurer's Report

August 31, 2024

Cash Balance Julu 31, 2024

\$ (2,152.11)

Receipts:

Shining Stars Gala

\$ 140.00

Total Receipts

\$ 140.00

Disbursements:

Family Bike Ride

\$ 18.99

Total Disbursements

\$ 18.99

Cash Balance August 31, 2024

\$ (2,031.10)

	Current Period	Total
Receipts:		
Sponsors		
Wingspan		500.00
Prospect Place		1,500.00
Chokshi Filippone Law		500.00
Mt Prospect Lions Charities		1,500.00
Le Peep of Mt Prospect		250.00
Vince Dante Real Estate		500.00
MP2 Holdings, Inc		1,500.00
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Tickets Sales		-
Tickets	140.00	3,850.00
PayPal		10,420.00
	\$ 140.00	\$ 20,520.00
Disbursements:		
Olive Place Banquets - Deposit + Remaining Balance		19,021.00
Out of Control Music		2,200.00
Lauren Korosa - balloons		350.00
DG Prospect - late night snack		735.00
CBS Awards - Trophies		700.00
Michael Dziadus - Photographer		1,000.00
G&J Associates - Banner Printing		489.48
Z Search Recruiting - Roaming Photographer		1,000.00
Pro-Mix Audio & Lighting - AV Services		3,800.00
Purple Rose Florist		2,490.00
Lisa Eckert - Design of Program and Banner		250.00
Amazon - Candles and Candle Holders		475.78
Etsy - Chocolate Stars		345.86
PayPal Fees		404.93
Amazon - Table Décor		42.55
USPS - Overnight postage		30.45
	\$ -	\$ 33,335.05
Excess/(Deficiency) of Receipts Over Disbursements	\$ 140.00	\$ (12,815.05)

SPECIAL EVENTS COMMISSION
Family Bike Ride - 2024
Statement of Receipts and Disbursements
August 31, 2024

	Current Month	Total
Receipts:		
Event sponsorships:		
Mt Prospect Lions Club		371.96
Mt Prospect Lions Club - Helmets		1,000.00
	\$ -	\$ 1,371.96
Disbursements:		
Costco - Treats for Family Bike Ride (CC Expense)		76.89
Bell Sports - Helmets (CC Expense)		1,100.00
Amazon - Supplies for bike ride	18.99	18.99
		-
	\$ 18.99	\$ 1,195.88
Excess/(Deficiency) of Receipts Over Disbursements	\$ (18.99)	\$ 176.08

SPECIAL EVENTS COMMISSION
2024 Event Activity
For the Eight Months Ending August 31, 2024

	<u>Receipts</u>	<u>Disbursements</u>	<u>Event Profit/(Loss)</u>
Celestial Celebration XXXI - 2024	20,520.00	33,335.05	(12,815.05)
Celestial Celebration XXXII - 2025	-	-	-
Family Bike Ride	1,371.96	1,195.88	176.08
Holiday Market - ChristKindl Market	-	-	-
Holiday Decorating			-
Other:			
PO Box annual fee			-
			-
	<u> </u>	<u> </u>	<u> </u>
Total Activity	<u><u>\$ 21,891.96</u></u>	<u><u>\$ 34,530.93</u></u>	<u><u>\$ (12,638.97)</u></u>

SPECIAL EVENTS COMMISSION

4th of July Parade

Statement of Receipts and Disbursements

August 31, 2024

	Current Month	Total
Receipts:		
		-
Disbursements:		
Patek, David L.		800.00
Achen K Mathew		450.00
Nicholas Frasch		500.00
Todd Gully		575.00
Illinois Brass Band Association		2,250.00
New Generation Fancy Drill Team		2,500.00
Prairie Brass Band		2,250.00
Township High School District 214		2,000.00
Shawn McDonald		800.00
Thais Chopis-Perez		900.00
Illinois Region - Marc		330.00
Fairway Golf Cars, Inc.		800.00
OTC Brands Inc		579.88
Service Sanitation, Inc.		1,050.00
Armenakis Enterprises Ltd.		400.00
Traffic Control & Protection Inc		684.00
United Maintenance Company, Inc		1,380.00
Elite Striders Positive Youth Organization		1,700.00
WGN Flag & Decorating Co.	2,776.00	2,776.00
	2,776.00	22,724.88
Excess/(Deficiency) of Receipts Over Disbursements	\$ (2,776.00)	\$ (22,724.88)

* 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.