



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

April 21, 2025	Executive Conference Room - 3rd floor	7:00 PM
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- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. March 10, 2025, Special Meeting
- 4. Current Financial Report**
 - 4.1. March 2025
- 5. OLD BUSINESS**
 - 5.1. Shining Stars Gala Venue 2025-26
 - 5.2. Family Bike Ride 2025
 - 5.3. 4th of July Parade 2025
 - 5.4. Event Promotion Ideas
 - a Promotional Materials
 - b Sponsorships
 - 5.5. Randhurst Winter Parade
- 6. NEW BUSINESS**
- 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
Special Meeting Minutes – March 10, 2025
Mount Prospect Village Hall**

Members in Attendance: Brian Lambel (Chair), Chris Gordon, Denise Peterson, Vicki Chung, Patti Quill, Alan Cervenka, Christina Greco, Jeannie Macatangay, Hazel Oreluk, Bill Grimpe, Daniel Okafor, Kylie Cerk (Staff Liaison)

Absent: Katie Cousino, Fred Steinmiller

1. Call to Order at 7:05pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Motion to approve the January 6, 2025, meeting minutes by Commissioner Grimpe; Second by Commissioner Chung
 - i. In Favor – All
 - ii. Opposed – None
 - b. Motion to approve the January 20, 2025, special, meeting minutes by Commissioner Greco; Second by Commissioner Quill
 - i. In Favor – All
 - ii. Opposed – None
 - c. Motion to approve the February 3, 2025, meeting minutes by Commissioner Oreluk; Second by Commissioner Cervenka
 - i. In Favor – All
 - ii. Opposed – None
4. Current Financial Report
 - a. Motion to approve by Commissioner Greco; Second by Commissioner Oreluk
 - b. In Favor – All
 - c. Opposed – None
5. New Business
 - a. Commission Membership / New Member
 - i. Chairperson Lambel reported to the group the current status of membership (Village code permitting 15 members, current amount at 13 members).
 - ii. Following, Chairperson Lambel introduced new commissioner Daniel Okafor.
 - b. 2025 Event Chairs & Duties
 - i. With the completion of the Shining Stars Gala, which is viewed as the end of the Commission's event year, Chairperson Lambel and the Commission discussed who would be chairing and assisting with the next year of events.
 1. Family Bike Ride - Bill Grimpe & Patti Quill
 2. 4th of July Parade - Alan Cervenka & Denise Peterson
 3. Halloween & Holiday House Decorating Contests - Vicki Chung

4. Christkindlmarket - Chris Gordon & Christina Greco
5. Winter Parade - Denise Peterson, Brian Lambel, and Chris Gordon
6. Shining Stars Gala - Patti Quill, Christina Greco, and Hazel Oreluk
- c. Family Bike Ride 2025
 - i. Commissioners Quill and Grimpe reported that they have not settled on a date yet but are considering June 7 or 21. They will get in touch with relevant Village Departments and River Trails Park District to confirm that the date works.
- d. 4th of July Parade 2025
 - i. Commissioners Cervenka and Peterson reported that they have accomplished a lot of reach outs for the 2025 parade, including more area marching bands, the Navy band, and the Jesse White Tumblers.
- e. Shining Stars Gala Venue 2025-26
 - i. Commissioner Quill made a motion to reserve Crystal Palace Banquets as the 2025-26 Gala venue on February 7; Second by Commissioner Grimpe.
 - ii. In favor - All
 - iii. Opposed - None
- f. Event Promotion Ideas
 - i. The Commission discussed other ways to promote events in the community, including hosting booths at the Public Works Open House, Fire Department Open House, National Night Out, and the Farmers Market.
 - ii. At the next meeting, the Commission will discuss ideas and budget for advertising materials.
6. Next Meeting – Monday, April 7, 2025, 7pm at Village Hall
7. Adjournment at 9:13pm
 - a. Motion to adjourn by Commissioner Chung; Second by Commissioner Greco
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION
Treasurer's Report
March 31, 2025

Cash Balance February 28, 2025

\$ (8,230.03)

Receipts:

Total Receipts

\$ -

Disbursements:

Total Disbursements

\$ -

Cash Balance March 31, 2025

\$ (8,230.03)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXXII - 2025
Statement of Receipts and Disbursements
March 31, 2025

	Current Period	Total
Receipts:		
Sponsors		
Zander Enterprises (Berkshire Hathaway)		500.00
Salerno's Mt Prospect		500.00
Le Peep of Mt. Prospect		250.00
Chokshi Filippone Law		500.00
Draft Picks		250.00
HQ Residences		1,500.00
North Shore Pickleball Group LLC		250.00
Wingspan Development Group		500.00
Nicholas & Associates, Inc		1,500.00
Mt Prospect Lions Charities		1,500.00
Waxing the City	-	250.00
		-
Tickets Sales		-
Tickets	-	525.00
Village Board/Employees & SEC members	-	2,175.00
PayPal	-	16,370.00
		-
	\$ -	\$ 26,570.00

Disbursements:		
Amazon - Table Runners		386.80
Jonathan Wasielewski - AV Production Services		4,100.00
Uline - Crowd Control Posts/Ropes		528.26
Amazon - Tea lights and containers		74.98
Amazon - Name Badges		29.99
CBS Awards - Shinig Star Awards		800.00
New Crystal Palace - venue		15,460.00
Purple Rose Florest - Floral Arrangements		2,715.00
Z Search Recruiting - Photography Services		1,200.00
Out of Control Music - Gala Band		2,300.00
Irick Investments - Late night buffet		800.00
Michael Dziadus - Photography Services		1,200.00
Patti Quill - Place cards		50.85
PayPal Fees		569.56
SEC Member tickets		900.00
		-
	\$ -	\$ 31,115.44

2025 Celestial Celebrations Budget	40,000.00
Remaining/(Overage)	8,884.56

Excess/(Deficiency) of Receipts Over Disbursements	\$ -	\$ (4,545.44)
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SPECIAL EVENTS COMMISSION
2025 Event Activity
For the Three Months Ending March 31, 2025

[illegible]



Item Cover Page

Subject**Shining Stars Gala Venue 2025-26**

Meeting

April 21, 2025 - SPECIAL MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

OLD BUSINESS

Type

Presentation

Information**Discussion****Alternatives****Staff Recommendation****Attachments**

None



Item Cover Page

Subject**Family Bike Ride 2025**

Meeting

April 21, 2025 - SPECIAL MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

OLD BUSINESS

Type

Presentation

Information**Discussion****Alternatives****Staff Recommendation****Attachments**

None



Item Cover Page

Subject**4th of July Parade 2025**

Meeting

April 21, 2025 - SPECIAL MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

OLD BUSINESS

Type

Presentation

Information**Discussion****Alternatives****Staff Recommendation****Attachments**

None



Item Cover Page

Subject

Meeting

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

Type

Event Promotion Ideas

April 21, 2025 - SPECIAL MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

OLD BUSINESS

Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

None



Item Cover Page

Subject

Promotional Materials

Meeting

April 21, 2025 - SPECIAL MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

OLD BUSINESS

Type

Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

None



Item Cover Page

Subject

Meeting

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

Type

Sponsorships

April 21, 2025 - SPECIAL MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

OLD BUSINESS

Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

None



Item Cover Page

Subject**Randhurst Winter Parade**

Meeting

April 21, 2025 - SPECIAL MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

OLD BUSINESS

Type

Presentation

Information**Discussion****Alternatives****Staff Recommendation****Attachments**

None