



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

June 2, 2025 **Village Hall - Executive Conference Room** **7:00 PM**

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. April 21, 2025, Special Meeting
 - 3.2. May 5, 2025
- 4. Current Financial Report**
 - 4.1. May 2025
- 5. Old Business**
 - 5.1. Family Bike Ride 2025
 - 5.2. 4th of July Parade 2025
 - 5.3. Randhurst Winter Parade
 - 5.4. Kindness Week
- 6. New Business**
 - 6.1. Special Events Commission Shirts
- 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 – April 21, 2025
Mount Prospect Village Hall**

Members in Attendance: Brian Lambel (Chair), Chris Gordon, Denise Peterson, Katie Cousino, Patti Quill, Alan Cervenka, Bill Grimpe, Kylie Cerk (Staff Liaison)

Absent: Fred Steinmiller, Vicki Chung, Christina Greco, Jeannie Macatangay, Hazel Oreluk, Daniel Okafor

1. Call to Order at 7:01pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Motion to approve the March 10, 2025, special meeting minutes by Commissioner Grimpe; Second by Commissioner Quill
 - i. In Favor – All
 - ii. Opposed – None
4. Current Financial Report
 - a. Motion to approve by Commissioner Quill; Second by Commissioner Grimpe
 - b. In Favor – All
 - c. Opposed – None
5. New Business
 - a. Shining Stars Gala Venue 2025-26
 - i. Commissioner Quill reported that the venue, Crystal Palace, has been secured. She spoke of a family style dinner option to consider for next year.
 - ii. The Commission discussed potentially doing away with the “late-night snack” due to lessening interest by guests. Discussion ensued about possibly using the money for another form of entertainment at the Gala or a giveaway.
 - iii. Chairperson Lambel presented Gala attendee numbers going back to 2011 collected from invoices. These numbers informed the Commission to discuss an attendance cap for future galas. Commissioner Quill and Chairperson Lambel settled on approximately 400 guests max.
 - iv. Commissioners discussed how they should do more in-person outreach to organizations for the Shining Star Awards and Gala.
 - b. Family Bike Ride 2025
 - i. Commissioners Quill and Grimpe presented June 21 as the date but will confirm with Public Works.
 - ii. Commissioner Quill will prepare a letter for the Lions Club for consideration on donating helmets and sponsoring the bike ride costs.
 - c. 4th of July Parade 2025
 - i. Commissioner Cervenka reported that the Jesse White Tumblers were secured, and registrations are coming in as normal.

- d. Event Promotion Ideas
 - i. Promotional Materials
 - 1. The Commission discussed creating a rack card with details on commission events for the whole year that can be passed out at various events and outreach opportunities. Commissioner Cousino motioned to approve \$1,000 for the design and printing of rack cards; Second by Commissioner Cervenka
 - a. In Favor – All
 - b. Opposed – None
 - ii. Sponsorships
 - 1. Commissioners Quill and Grimpe met with Chairperson Lambel and Village Manager Mike Cassady to discuss the option of an event sponsorship level that spans all events for the year.
 - 2. There was support of the concept, and the next steps are for the group to draft it.
 - e. Randhurst Winter Parade
 - i. Chairperson Lambel reported that the group met with Randhurst to discuss a route and general information.
 - ii. At this time, the largest unknown is securing snow removal services in the event of inclement weather.
6. Any Other Business
- a. Commissioner Cousino discussed the concept of Kindness Week, a national initiative, and requested to include the idea on a future agenda.
7. Next Meeting – Monday, May 5, 2025, 7pm at Village Hall
8. Adjournment at 9:01pm
- a. Motion to adjourn by Commissioner Cousino; Second by Commissioner Grimpe
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

**Village of Mount Prospect
Special Events Commission
Meeting Minutes – May 5, 2025
Mount Prospect Village Hall**

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

Absent: Fred Steinmiller, Daniel Okafor, Bill Grimpe, Christina Greco

1. Call to Order at 7:04pm
2. Citizens to be Heard
 - a. None
3. Current Financial Report
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Quill
 - b. In Favor – All
 - c. Opposed – None
4. Old Business
 - a. Family Bike Ride 2025
 - i. Commissioner Quill reported that the River Trails Park District and Public Works approved the date. The Police Department and CERT team are checking their schedules.
 - ii. Commissioners Quill and Cousino reported that helmet prices remain the same as last year, so they intend to order the same amount and sizes as last year.
 - iii. The letter to the Lions Club will be presented at the May 7 meeting.
 - iv. In advance of promoting the event at the Public Works Open House, Commissioner Cousino presented edits for the SEC rack card. However, it is unlikely that it will be ready before the open house.
 - v. Instead, Commissioners Quill and Cousino requested updates to the bike ride flyer from previous years.
 - vi. Commissioner Quill decided on June 14 as the deadline for online pre-registration.
 - b. 4th of July Parade 2025
 - i. Commissioner Cervenka presented an idea to have large balloon floats in the parade if approved by Public Works.
 - c. Randhurst Winter Parade
 - i. Chairperson Lambel reported that the next meeting is on May 19.
5. New Business
 - a. Shining Stars Gala Awards & Nominations
 - i. The Commission discussed adding a “Teacher of the Year” category to increase participation among schools
 1. Commissioner Oreluk motioned to add a “Teacher of the Year” award; Second by Commissioner Chung
 - a. In Favor – All

SPECIAL EVENTS COMMISSION
Treasurer's Report
May 31, 2025

Cash Balance April 30, 2025

\$ (14,155.73)

Receipts:

Total Receipts

\$ -

Disbursements:

Total Disbursements

\$ -

Cash Balance May 31, 2025

\$ (14,155.73)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXXII - 2025
Statement of Receipts and Disbursements
May 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		20,460.00
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
Signs by Tomorrow - Banner		505.89
Facebook Advertising		116.00
The Stevens Group - Porgrams		303.81
	\$ -	\$ 37,041.14

2025 Celestial Celebrations Budget	40,000.00
Remaining/(Overage)	2,958.86

Excess/(Deficiency) of Receipts Over Disbursements	\$ -	\$ (10,471.14)
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Item Cover Page

Subject

Family Bike Ride 2025

Meeting

June 2, 2025 - REGULAR 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 June 2, 2025 - REGULAR 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

Randhurst Winter Parade

Meeting

June 2, 2025 - REGULAR 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

Kindness Week

Meeting

June 2, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

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None



Item Cover Page

Subject

Special Events Commission Shirts

Meeting

June 2, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

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New Business

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Staff Recommendation

Attachments

None