



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

August 4, 2025 **Village Hall - Executive Conference Room** **7:00 PM**

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. July 7, 2025
- 4. Current Financial Report**
 - 4.1. July 2025
- 5. Old Business**
 - 5.1. Winter Parade
 - 5.2. Kindness Week
- 6. New Business**
 - 6.1. Christkindlmarket 2025
- 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 7, 2025
Mount Prospect Village Hall**

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

Absent: Fred Steinmiller, Daniel Okafor, Jeannie Macatangay, Christina Greco

1. Call to Order at 7:04pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Motion to approve the June 2, 2025, meeting minutes by Commissioner Grimpe; Second by Commissioner Chung
 - i. In Favor – All
 - ii. Opposed – None
4. Current Financial Report
 - a. Motion to approve by Commissioner Quill; Second by Commissioner Chung
 - b. In Favor – All
 - c. Opposed – None
5. Old Business
 - a. Family Bike Ride Recap
 - i. Commissioner Quill reported that the event was a success, though there is a large leftover stock of helmets.
 - ii. The Commission agreed to first check with Human Services about whether there is a need for helmets amongst the families they serve. The Commission would next check with the Police Department.
 - iii. Commissioner Quill is considering a different safety-themed giveaway for next year's event.
 - iv. Chairperson Lambel reported that Public Works had a great experience working with Commissioner Quill.
 - v. Commissioner Quill reported that Raising Cane's was a great partner this year and would like to return for next year. Approximately 200 bike ride achievement awards were passed out to children.
 - vi. Commissioner Quill noted that the park address was wrong in the reminder email sent out to participants. She thanked Commissioners Chung and Gordon for directing people from the address provided to the correct location.
 - vii. Commissioner Quill would like to shorten check-in time, so it would start at 9 am instead of 8:30 am.
 - viii. The Commission is considering location and date for next year.

- b. 4th of July Parade Recap
 - i. Commissioner Cervenka reported that the parade was successful and ran smoother than the two previous years.
 - ii. 71 parade participants were booked, and 69 were present to march in the parade.
 - iii. The Commission noted an increase in parade spectators, especially at the end of the parade.
 - iv. Commissioner Cervenka suggested a parade marshal for next year to help keep the pace.
 - v. Commissioner Cervenka stated that next year all vehicles need to be labeled with their organization name.
- c. Randhurst Winter Parade
 - i. Chairperson Lambel reported that this event will likely not take place at Randhurst Village this year as it would cause disruption for shopowners.
 - ii. Chairperson Lambel stated that he will brainstorm with the working group, though he is considering Kensington Business Center as a viable option.
- d. Kindness Week
 - i. Commissioner Cousino reported that the Library would like to participate and serve as a location for the kickoff and a dropoff spot for “Kindness Week Bingo Cards.”
 - ii. Commissioner Cousino plans to next meet with the Park District and Police Department to gauge interest.
 - iii. Commissioner Macatangay is working with small businesses.
 - iv. Commissioner Cousino reiterated that plans are still in the beginning stages, and she has prepared a marketing brief for review.
- e. Special Events Commission Shirts
 - i. There was no update on t-shirts. Liaison Cerk will leave off of the agenda until there is something to report.
- 6. New Business
 - a. 2025-26 Shining Stars Gala Band
 - i. Commissioner Quill received a consensus from the Commission to contact Out of Control, the band from the last three Shining Stars Galas, and book them for next year’s event.
 - ii. An invoice from the band will be reviewed by the Commission upon receipt.
- 7. Any Other Business
 - a. National Night Out
 - i. Commissioner Cousino reminded the Commission of marketing opportunities at the upcoming National Night Out event.
 - b. Block Party volunteering
 - i. Liaison Cerk informed the group that there are volunteer spots available for the Downtown Mount Prospect Block Party.
 - c. Contact List
 - i. Chairperson Lambel asked Liaison Cerk to send the commission contact list to the group.

8. Next Meeting – Monday, August 4, 2025, 7pm at Village Hall
9. Adjournment at 8:58pm
 - a. Motion to adjourn by Commissioner Peterson; Second by Commissioner Quill
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION
Treasurer's Report
July 31, 2025

Cash Balance June 30, 2025

\$ (14,255.73)

Receipts:

Total Receipts

\$ -

Disbursements:

Total Disbursements

\$ -

Cash Balance July 31, 2025

\$ (14,255.73)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXXII - 2025
Statement of Receipts and Disbursements
July 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 - Programs		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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SPECIAL EVENTS COMMISSION
Family Bike Ride - 2025
Statement of Receipts and Disbursements
July 31, 2025

	Current Month	Total
Receipts:		
Event sponsorships:		
Mt Prospect Lions Club - Helmets		1,000.00
	\$ -	\$ 1,000.00
Disbursements:		
Bell Sports - Helmets (CC Expense)		1,100.00
	\$ -	\$ 1,100.00
Excess/(Deficiency) of Receipts Over Disbursements	\$ -	\$ (100.00)

SPECIAL EVENTS COMMISSION
4th of July Parade
Statement of Receipts and Disbursements
July 31, 2025

	Current Month	Total
Receipts:		
		-
Disbursements:		
Jesse White Tumbling Team		1,750.00
Fairway Golf Cars, Inc		800.00
Patek, David L.		900.00
Todd Gully		575.00
Illinois Brass Band Association		2,250.00
Illinois Region - MARC		390.00
New Generation Fancy Drill Team		2,000.00
Township High School District 214		2,000.00
Nicholas Frasch		500.00
Achen K Mathew		500.00
Prairie Brass Band		1,700.00
Diane A Hardy		950.00
WGN Flag & Decorating Co		2,755.00
OTC Brands		700.23
Amazon Capital Services	16.99	16.99
Service Sanitation Inc	1,050.00	1,050.00
Traffic Control & Protection	516.00	516.00
McMaster-Carr Supply Co	168.83	168.83
W.W. Grainger Inc	120.40	120.40
Menards, Inc	58.99	58.99
	1,931.21	19,701.44
Excess/(Deficiency) of Receipts Over Disbursements	\$ (1,931.21)	\$ (19,701.44)

* 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.



Item Cover Page

Subject

Winter Parade

Meeting

August 4, 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

August 4, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

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Attachments

None



Item Cover Page

Subject

Christkindlmarket 2025

Meeting

August 4, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT
SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

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Attachments

None