



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

November 3, 2025	Village Hall - Executive Conference Room	6:00 PM
-------------------------	---	----------------

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. August 4, 2025
 - 3.2. October 6, 2025
- 4. Financial Reports**
 - 4.1. September 2025
 - 4.2. October 2025
- 5. OLD BUSINESS**
 - 5.1. Spooktacular Halloween Decorating Contest 2025
 - 5.2. Kindness Week
 - 5.3. Christkindlmarket 2025
 - 5.4. Holiday House Decorating Contest 2025
 - 5.5. 2025-26 Shining Star Awards & Gala
- 6. NEW BUSINESS**
- 7. ANY OTHER BUSINESS**
 - 7.1. Community Marketing Opportunities
- 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 – August 4, 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, Jeannie Macatangay, Christina Greco

Absent: Fred Steinmiller, Daniel Okafor, Kylie Cerk (Staff Liaison)

1. Call to Order at 7:02pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Motion to approve the July 7, 2025, meeting minutes by Commissioner Grimpe; Second by Commissioner Cervenka
 - i. In Favor – All
 - ii. Opposed – None
4. Current Financial Report
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Macatangay
 - b. In Favor – All
 - c. Opposed – None
5. Old Business
 - a. Randhurst Winter Parade
 - i. Chairperson Lambel reported that he reached out to the Randhurst Village representative but has not yet received a response. He will allow until August 22, 2025, for a reply. Should the contact decline participation in the Winter Parade, the Commission will begin exploring alternative venues and options.
 - ii. The winter parade subcommittee will report any updates back to the commission for discussion.
 - b. Kindness Week
 - i. The inaugural Mount Prospect Kindness Week will take place from November 8–15, 2025. Commissioner Cousino will lead the initiative and has distributed supporting documents to the Commission and Village staff for review. Commissioners are asked to submit their feedback by August 22, 2025.
 - ii. Commissioner Cousino presented a motion to approve \$1,000 in funding for Kindness Week, to be used for the purchase of 200 bags, supplies, and marketing materials. The motion was seconded by Commissioner Mactangay.
 1. In Favor – All
 2. Opposed – None

6. New Business
 - a. Christkindlmarket 2025
 - i. Christkindlmarket 2025 will be on Wednesday, November 26, from 4PM to 7PM at the Village Hall. Commissioner Gordon has no new information to share.
 - ii. Commissioner Macatangay inquired whether it would be a conflict of interest for downtown Mount Prospect businesses to extend their evening hours in conjunction with the Christkindlmarket. While the Commission did not believe this would present a conflict, Commissioner Macatangay was advised to consult with the Downtown Merchants Association and the Village to obtain additional information and verify any applicable regulations.
7. Any Other Business
 - a. National Night Out
 - i. National Night Out is scheduled for August 5, 2025. The Commission determined that it is too late to participate in this year's event. Chairperson Lambel will notify Staff Liaison Kylie Cerk to ensure the Village is informed of the Commission's decision not to participate.
 - b. 2026 Shining Stars Gala
 - i. Commissioner Quill requested that the disbursement of \$2,900 for the Shining Stars Gala band be added to the September 2025 meeting agenda. The Commission is required to pay 50% of the fee (\$1,450) prior to the event date on February 7, 2026, with the remaining \$1,450 due afterward.
 - c. 2025 Bike Ride
 - i. Chairperson Lambel requested that Commissioner Quill revise the thank-you letter to the Mount Prospect Lions Club. He will provide a redlined version of the document to her. Once the revisions are made, Commissioner Quill will forward the updated letter to Liaison Cerk, who will append Quill's signature and send the final version to the Lions Club.
8. Next Meeting – Monday, September 8, 2025, 7pm at Village Hall
9. Adjournment at 8:01pm
 - a. Motion to adjourn by Commissioner Grimpe; Second by Commissioner Oreluk
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Hazel Oreluk

SPECIAL EVENTS COMMISSION

Treasurer's Report

September 30, 2025

Cash Balance August 31, 2025

\$ (14,325.37)

Receipts:

Family Bike Ride
ChristKindl Market

\$ 237.02
\$ 245.00

Total Receipts

\$ 482.02

Disbursements:

Shining Stars 2026
Family Bike Ride
Other Expenses - Amazon Special Events supplies

\$ 500.00
\$ 67.38
\$ 27.73

Total Disbursements

\$ 595.11

Cash Balance September 30, 2025

\$ (14,438.46)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXXII - 2025
Statement of Receipts and Disbursements
September 30, 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)
---	-------------	-----------------------

Current Period	Total
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
\$ -	\$ -
500.00	500.00
	-
	-
	-
\$ 500.00	\$ 500.00
\$ (500.00)	\$ (500.00)

Page 6 of 20

SPECIAL EVENTS COMMISSION
Family Bike Ride - 2025
Statement of Receipts and Disbursements
September 30, 2025

	Current Month	Total
Receipts:		
Event sponsorships:		
Mt Prospect Lions Club - Helmets		1,000.00
Mt Prospect Lions Club - Additional Supplies	237.02	237.02
	\$ 237.02	\$ 1,237.02
Disbursements:		
Bell Sports - Helmets (CC Expense)		1,100.00
CostCo - Bike Ride Supplies		59.65
Amazon - Acrylic Signs		9.99
CostCo - Bike Ride Supplies	67.38	67.38
	\$ 67.38	\$ 1,237.02
Excess/(Deficiency) of Receipts Over Disbursements	\$ 169.64	\$ -

SPECIAL EVENTS COMMISSION
Holiday Market
Statement of Receipts and Disbursements
September 30, 2025

	Current Month	Total
Receipts:		
Vendor Fees		
Soapie Squad LLC	35.00	35.00
William Kaempfe	35.00	35.00
Valerie Lorens	35.00	35.00
Kenneth Adams	35.00	35.00
Marabeth Kime	35.00	35.00
Julie Kapsutka	35.00	35.00
Diane Winkler-Pinna	35.00	35.00
	<u>\$ 245.00</u>	<u>\$ 245.00</u>

Disbursements:

	<u>-</u>	<u>-</u>
Excess/(Deficiency) of Receipts Over Disbursements	<u><u>\$ 245.00</u></u>	<u><u>\$ 245.00</u></u>

SPECIAL EVENTS COMMISSION
2025 Event Activity
For the Nine Months Ending September 30, 2025

	<u>Receipts</u>	<u>Disbursements</u>	<u>Event Profit/(Loss)</u>
Celestial Celebration XXXII - 2025	26,570.00	37,041.14	(10,471.14)
Celestial Celebration XXXIII - 2026	-	500.00	(500.00)
Family Bike Ride	1,237.02	1,237.02	-
Holiday Market - ChristKindl Market	245.00	-	245.00
Holiday Decorating	-	-	-
Other:			
PO Box annual fee			-
Amazon - misc Special Events supplies	-	27.73	(27.73)
Total Activity	<u>\$ 28,052.02</u>	<u>\$ 38,805.89</u>	<u>\$ (10,753.87)</u>

SPECIAL EVENTS COMMISSION

Treasurer's Report

October 31, 2025

Cash Balance September 30, 2025

\$ (14,438.46)

Receipts:

ChristKindl Market Vendors

\$ 245.00

Total Receipts

\$ 245.00

Disbursements:

Special Event - Kindess Day

\$ 719.96

Total Disbursements

\$ 719.96

Cash Balance October 31, 2025

\$ (14,913.42)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXXII - 2025
Statement of Receipts and Disbursements
October 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)
---	-------------	-----------------------

Current Period	Total
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
\$ -	\$ -
	500.00
	-
	-
	-
\$ -	\$ 500.00
Celebrations Budget	25,000.00
Remaining/(Overage)	24,500.00
\$ -	\$ (500.00)

Current Month	Total
	1,000.00
	237.02
\$ -	\$ 1,237.02

Bell Sports - Helmets (CC Expense)	1,100.00
CostCo - Bike Ride Supplies	59.65
Amazon - Acrylic Signs	9.99
CostCo - Bike Ride Supplies	67.38

\$	-	\$	1,237.02
----	---	----	----------

\$ - \$ -

SPECIAL EVENTS COMMISSION
Holiday Market
Statement of Receipts and Disbursements
October 31, 2025

	Current Month	Total
Receipts:		
Vendor Fees		
Soapie Squad LLC		35.00
William Kaempfe		35.00
Valerie Lorens		35.00
Kenneth Adams		35.00
Marabeth Kime		35.00
Julie Kapsutka		35.00
Diane Winkler-Pinna		35.00
Ashley Adams	35.00	35.00
Wanda Robles	35.00	35.00
William Brancato	35.00	35.00
Busse Automotive	105.00	105.00
Nancy Sciurba	35.00	35.00
	<u>\$ 245.00</u>	<u>\$ 490.00</u>

Disbursements:

	-	-
Excess/(Deficiency) of Receipts Over Disbursements	<u>\$ 245.00</u>	<u>\$ 490.00</u>

SPECIAL EVENTS COMMISSION
2025 Event Activity
For the Ten Months Ending October 31, 2025

	<u>Receipts</u>	<u>Disbursements</u>	<u>Event Profit/(Loss)</u>
Celestial Celebration XXXII - 2025	26,570.00	37,041.14	(10,471.14)
Celestial Celebration XXXIII - 2026	-	500.00	(500.00)
Family Bike Ride	1,237.02	1,237.02	-
Holiday Market - ChristKindl Market	490.00	-	490.00
Holiday Decorating	-	-	-
Other:			
PO Box annual fee			-
Amazon - misc Special Events supplies	-	27.73	(27.73)
The Stevens Group - Kindess Day canvas tote bags	-	719.96	(719.96)
	<u> </u>	<u> </u>	<u> </u>
Total Activity	<u><u>\$ 28,297.02</u></u>	<u><u>\$ 39,525.85</u></u>	<u><u>\$ (11,228.83)</u></u>



Item Cover Page

Subject	Spooktacular Halloween Decorating Contest 2025
Meeting	November 3, 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

November 3, 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**Christkindlmarket 2025**

Meeting

November 3, 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	Holiday House Decorating Contest 2025
Meeting	November 3, 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	2025-26 Shining Star Awards & Gala
Meeting	November 3, 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