

**THE VILLAGE OF HOFFMAN ESTATES**  
**4<sup>th</sup> OF JULY COMMISION**  
**MEETING MINUTES**  
**Thursday, February 9, 2023**

**In Attendance:** Mayor Bill McLeod Ben Gibbs  
Mike Czopek Craig Kuehne  
Linda Scheck

**Excused:** Norm Darling, Chair  
Yousuf Ahmad  
Jodie Schulz – HE Park District

**Village Staff:** Dan O’Malley, Deputy Village Mgr.  
Aaron Howe, Public Works Department  
Mark Wondolkowski – Police Department  
Sue Tompkins – Finance Department  
Kathryn Cawley – Chief of Police

**CALL TO ORDER**

Linda called the meeting to order at 4:04 pm.

**APPROVAL OF MINUTES**

Craig moved to approve the minutes of the January 12, 2023 meeting, seconded by Mike, vote taken, motion carried, minutes approved.

**OLD BUSINESS**

None

**NEW BUSINESS**

**A) Site Layout**

Site layout as discussed at our last meeting is moving forward with a few tweaks by Public Works. Aaron will be going to the site to begin measurements to finalize set up locations as outlined on the site plan.

**B) Vendor contracts**

Deposit checks have been sent out to vendors requiring advance deposits to secure product/services.

**C) Bingo**

Dan discussed the new location suggested on the site plan with the organization. Their only concern was would sound from the stage be too loud. Dan will present new fee for 2023 once we determine the size and cost of the tent,

**D) Food Vendors** Linda has 10 confirmed food vendors so far – 8 needing booths - 2 trucks. She is limiting tented booths to no more than 9 vendors to fit into the new site at the intersection of Prairie Stone and Hoffman Blvd. She asked if we could place the 2 trucks (Kona Ice and Seps Street Food) adjacent to the Kidz Zone and Sponsorship areas.

**COMMITTEE REPORTS**

**FOOD VENDORS** – So far 8 tented food vendors are returning in 2023. We also have 2 trucks – Kona Ice and Seps Street Foods. Linda asked if the roads would be closed to allow vendor set up on Friday 6/30 – Mark advised the roads would be closed on Friday allowing food vendor setup.

**SPONSORS** – Mike reported he is in discussion with Duly Health. Wintrust has signed on to sponsor the Kidz Zone area with a 3-year agreement at \$5,000 per year. It was discussed to have additional face painters and balloon artists from noon until 7:00pm adjacent to the sponsor tents to encourage engagement with attendees and provide an activity to keep guests in the area longer.

**PARADE/MARKETING** – Hallie is working with Craig and applications are out. He is asking for parade theme ideas. Website will be updated once details are finalized.

**KIDS ZONE** – Linda asked if the hours for Kidz Zone would be noon to 7:00pm both days? Inflatable removal was difficult as fireworks crowd was already set up everywhere. Commission discussed using sidewalk behind the stage to remove inflatables at 7:00pm. Public works will install snow fencing to prevent attendees from setting up in the pathway are to facilitate attraction removal.

**BEER** – no report.

**PUBLIC WORKS** – Public Works will review the site plan for 2023 onsite and advise any changes that might be needed. We will be working with returning vendors who have our dates.

**CARNIVAL/FIREWORKS** – Carnival multiyear contract has been approved. Firework contract was approved, and deposit has been sent. Dan will speak with Carnival to determine what days they will be onsite – Thursday through Tuesday?

**POLICE** – Police Chief Cawley addressed the concerns for additional security along the parade route considering the Highland Park tragedy. Several scenarios were discussed. Mayor stated that our Police Department is the expert and we should follow their recommendations. Commission agreed.

#### **OTHER BUSINESS**

The next meeting of the 4<sup>th</sup> of July Commission will be **Thursday, March 9, 2023 at 4:00pm** at the Village Hall.

#### **ADJOURNMENT**

Mayor made a motion to adjourn, seconded by Craig, motion carried, meeting adjourned at 4:40 pm.

**Respectfully Submitted: Linda Scheck- Food /Volunteer Chair 4<sup>th</sup> of July Commission**