

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

**In Attendance:** Norm Darling, Chair Yousuf Ahmad  
Jodie Schulz – HE Park District  
Craig Kuehne  
Mike Czopek  
Linda Scheck

**Excused:** Mayor Bill McLeod  
Ben Gibbs  
Mark Wondolkowski – Police Department

**Village Staff:** Dan O’Malley, Deputy Village Mgr.  
Aaron Howe, Public Works Department  
Sue Tompkins – Finance Department  
Hallie Karle – Administrative Events Assistant – General Government

**CALL TO ORDER**

Norm called the meeting to order at 4:03 pm.

**APPROVAL OF MINUTES**

Mike moved to approve the minutes of the February 9, 2023 meeting with corrections (Carnival multiyear contract has been approved. Carnival contract approved.), seconded by Jodi, vote taken, motion carried, minutes approved.

**PUBLIC COMMENTS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**A) Site Layout**

Aaron discussed the size of the Bingo Tent. He is working with Public Works to determine the specific layout for food vendors in the intersection considering the median and the need to provide adequate space behind the food vendors for their cooking area and generators. Dan asked that we ensure the walk way is segmented from the food vendor customer lines to allow good access for attendees as they cross the intersection. Norm asked Aaron to determine a good date, weather permitting, to plan a site visit for the Commission to walk through the planned site plan for 2023.

**B) Vendor contracts**

Dan has secured contracts with Carnival and Fireworks vendors. A motion was made by Linda seconded by Craig to approve the Bands contracts, Dan requested minor changes to the Hi-Fidelity contract, vote taken, motion carried.

**C) Bingo**

Dan has been in contact with the Lion’s Club to discuss their fee for Bingo in 2023. The full fee would be determined based on the price of renting the Bingo tent plus \$2,500. Lion’s asked if we would approve them securing sponsors to offset their costs. Commission did not feel their sponsors would detract from the sponsorships we are seeking for the Fest. Commission agreed to allow the Lions to seek sponsors for the bingo tent as long as their recognition/banners were limited to inside their tent.

**D) Food Vendors** Linda has 10 confirmed food vendors so far – 8 needing booths - 2 trucks. There is one more inquiry but no application has been received – could be accepted if vendor has their own tent that can be separate from the large food vendor tent. Concern is not blocking emergency access lane in intersection.

**COMMITTEE REPORTS**

**FOOD VENDORS** – So far 8 tented food vendors are returning in 2023. We also have 2 trucks – Kona Ice and Seps Street Food.

**SPONSORS** –Wintrust has signed on to sponsor the Kidz Zone area with a 3-year agreement at \$5,000 per year. White Claw is at \$2,000, Com Ed at \$2,000 and Heartland Bank at \$1,000.

**PARADE/MARKETING** – Hallie is working with Craig on the parade. Theme is “Celebrating the American Dream”. Applications are coming in. Craig asked who the Parade Marshall will be in 2023. Mayor will advise who we would be honoring this year. Schaumburg Radio Club will be onsite to aid in organizing the parade day of.

**KIDS ZONE** – Jodi advised the inflatables would be set up both days from 12-7pm. Balloon artist from 1-7 both days. 2 face painters from 1-7 both days. Petting zoo from 1-6 both days. Commission discussed Kidz Zone entertainers using the main stage, Village Green amphitheater or Hideaway stage. Main stage would have too many wires to allow large wheel performance. Jodi is investigating a bubble show, a third inflatable, additional animal shows. Would we need a DJ considering all the activities, perhaps just use a radio playlist

**BEER** – no report.

**PUBLIC WORKS** – Aaron will find a good date for the Commission to meet onsite for a site plan walk through.

**CARNIVAL/FIREWORKS** – Commission asked Dan to speak with the Carnival vendor to determine which days he would be operational – typically they are onsite for 5 days.

**POLICE** – no report. Norm asked if there could be uniformed Officers stationed at the Kidz Zone and throughout the fest site. Dan advised that they are there every year.

#### **OTHER BUSINESS**

Norm asked if we would move fest activities inside the Arena in case of rain/inclement weather. Would not be feasible. Commission asked if the Fest would cancel if it rained. Dan advised we have an emergency response alarm that would alert fest goers if there was severe weather.

The next meeting of the 4<sup>th</sup> of July Commission will be **Thursday, April 13, 2023 at 4:00pm** at the Village Hall.

#### **ADJOURNMENT**

Jodi made a motion to adjourn, seconded by Norm, motion carried, meeting adjourned at 4:55 pm.

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