

THE VILLAGE OF HOFFMAN ESTATES
4th OF JULY COMMISSION
MEETING MINUTES
Thursday, November 9, 2023

In Attendance:

Mayor Bill McLeod	Linda Scheck
Ben Gibbs	Amy Decker
Norm Darling, Chair	Yousuf Ahmad

Excused:

Craig Kuehne
Jodie Schulz
Mark Wondolkowski – Police Department

Village Staff:

Dan O'Malley, Deputy Village Mgr.
Kevin McGraw – Public Works Department
Hallie Karle – Administrative Events Assistant – General Government
Sue Tompkins – Finance Department

CALL TO ORDER

Norm called the meeting to order at 4:08 pm.

APPROVAL OF MINUTES

Norm moved to approve the minutes of the October 12, 2023 meeting, seconded by Linda, vote taken, motion carried, minutes approved.

PUBLIC COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

a) Site layout

Commission discussed moving the Kids Zone inflatables to the area we had the Food Truck in 2023 – allows easier removal and better visibility from carnival area. When will the tents be set up? If tents are set up Tuesday or Wednesday (7/2 or 7/3) that would allow food vendors early set up access if we provide security. Fest not open Thursday (7/4). Challenge to getting food vendors set up to be open at noon on Friday (7/5) would be solved. Kevin will check with tent vendors to determine when they would install.

b) Vendor contracts – generator proposals

Diversified contract came in at \$5,565 – same as 2023. 7th Heaven contract has not been returned. Drone contract (\$20,000) will be presented to the Finance Committee on 11/16/23. Tent contract with Indestructo and generator contract for 2024 have not been received. Commission asked Kevin to advise his vendors that we now use them for three festivals (NW 4th Fest, Celtic Fest/Shenanigans on the Green and Platzkonzert) to determine if any discounts can be obtained due to multiple rentals. Beer vendor contact not received.

c) Bingo

TBD- Dan will reach out to them to determine if they are returning in 2023.

d) Food Vendors (space and how many)

Linda will reach out to determine how many are returning once we know when tents are in place and when each can set up. We are not hosting the fest over the 4th so many were considering attending other festivals for the 4th then setting up at NW 4th Fest. Our challenge is to have all participating food vendors in place prior to Friday, 7/5 before noon so we can place security fencing and jersey blocks in place before crowds start to gather.

COMMITTEE REPORTS

FOOD VENDORS – Linda discussed the proposed hours for the fest in 2024 with food vendors. Concerns about having to be ready to serve by noon on Friday arose when Friday set up was proposed. Several said they could be ready to serve by 5:00pm if we start set up at 8:00am. Many have extensive equipment that would require they start setting up very early in the morning to be ready to serve at noon. Long day considering the fest would run to 11:00pm. Food Trucks could easily accomplish quick set up. Concerns about set up continuing to 5:00pm included not being able to place security fencing around food vendor tents until all large vehicles had unloaded. Would the commission consider starting the fest at 5:00pm on Friday? Would tents be in place Wednesday, July 3rd? Would we offer early set up that day and provide security July 3rd and 4th?

VOLUNTEERS – No report.

SPONSORS – No report.

PARADE – Amy met with Craig and Hallie who shared information on past parades. Amy reached out to Medieval Times, Dance World, Gigi's Playhouse and High School Bands.

MARKETING – No report

KIDS ZONE – No report.

ENTERTAINMENT – Ben advised 7th Heven is confirmed for Saturday, July 6th. Looking at Serenity as an opener. Mike and Joe for Friday, July 5th? Perhaps School of Rock? Ben will reach out to Ken Dix They might Be Irish also. Norm asked Ben to reach out to the ABBA group to see if they might be available.

BEER – No report

PUBLIC WORKS – Kevin is securing information and contracts from vendors.

CARNIVAL/FIREWORKS – No report.

BINGO – To be determined.

POLICE – No report

OTHER BUSINESS

Amy asked if other commissions might want to enter a float in the parade for 2024. Hallie will send parade applications to all Commissions.

Next Meeting will be on December 14, 2023 at 4:00pm at Village Hall.

ADJOURNMENT

Linda made a motion to adjourn, seconded by Ben, motion carried, meeting adjourned at 4:30 pm.

Respectfully Submitted: Linda Scheck- Food /Volunteer Chair 4th of July Commission