

VILLAGE OF HOFFMAN ESTATES
PLATZKONZERT COMMISSION
MINUTES
AUGUST 21, 2023

Members in Attendance:

Gary Pilafas, Chair
Yousuf Ahmed
Kenneth Busch
Mike Cahoj
Linda Dressler
Alex Summerfelt
Gene Walters

Members Absent:

Others in Attendance:

Suzanne Ostrovsky, Assistant Village Manager / Staff Liaison
Jeremy Jahnke, Water & Sewer Supervisor, HE Public Works
Ben Gibbs, NOW Arena
Craig Kuehne, NOW Arena
Karrie Miletic, Hoffman Estates Park District

I. Call to Order/Roll Call:

Chairman Pilafas called the meeting to order at 4:03 p.m. A quorum was present at that time.

II. Public Comments: There were no public comments.

III. Approval of Minutes:

- a. June 19, 2023
- b. August 7, 2023

Motion by Commissioner Summerfelt, second by Commissioner Dressler
7-0 aye, approved

IV. Old Business

i. Tent/layout

- a. Ben to update layout. PW to schedule locates for sprinklers and electrical.
- b. Need 5 pop-up tents for games, etc. PW to set up Saturday morning.
- c. Suzanne to cancel extra 10x10s from Indestructo and request that sidewalls be moved to west side of big tent.

ii. Entertainment & games

- a. Arena staff is recreating the “Best Legs” banner.
- b. Linda will purchase mini kegs for keg tapping and apply for reimbursement.

iii. Food/beverage

- a. Variety of German beers to be offered, in addition to Hoffbrau.

iv. Kinderplatz

- a. Linda to pick prizes, etc., and Suzanne to order. (Note: later decided that we have enough prizes in current inventory.)

- b. Suzanne to check generator needs for inflatables.
- c. Linda to book face painting and balloons for a total of \$2200.
- v. **Merchandise**
 - a. All merchandise items ordered by Arena. Added hats & pins to steins & shirts for 2023.
- vi. **Marketing & collateral**
 - a. Suzanne, Linda & Craig to meet offline to ensure sponsor banners, etc.
 - b. No small cards needed.
- vii. **Sponsors**
 - a. BMO and Audi passed for 2023, but all other sponsors from 2022 signed on. HEParks will be the official Kinderplatz sponsor. Friday 8/25 is sponsorship cutoff.
- vii. **Décor & sound**
 - a. Ben will work with sound vendor on setup to ensure there is no “tent inside the tent.”
 - b. Michelle Pilafas is handling décor; Suzanne to provide CC for payment and coordinate with PW for pickup.
- viii. **Logistics (security & transportation)**
 - a. Arena scheduled Andy Frain for overnight security Friday/Saturday.
 - b. West parking lot not available on Friday night due to an event at Arena; staff to program PCMS signage accordingly.
 - c. Jeremy to schedule golf carts from Park District, as well as light towers and PCMS signage from County.
- ix. **Volunteers & cleaning**
 - a. Gary handling volunteer scheduling for carts.
 - b. Linda confirmed Boy Scouts for table cleaning.
 - c. Groot to drop off 20yd dumpster and liners.
 - d. “Friends” trailer to be reserved for volunteer staging area.
 - e. Yousuf will supply \$10 F&B vouchers to Suzanne for volunteers.
 - f. Commission to arrive Friday at noon for décor, etc.
- x. **Additional items**
 - a. Game and contest sign-up to be available at information booth.
 - b. Mike to put together script for MC duties.
 - c. Arena staff will supply a t-shirt cannon for MC use.
 - d. Finalize plan for four (4) prizes for contests (has been glass mug in past years).
 - e. Next meeting to be moved to Thursday 9/7 at 4pm at Hideaway.
 - f. Staff to print forms for gift card drawing and sign-in sheets for contests.
 - g. Staff to contact Jim O’Connor re: posters and gift card sponsorships.

V. New Business

VI. Adjournment

The meeting was adjourned at 5:17 p.m.