

THE VILLAGE OF HOFFMAN ESTATES
4th OF JULY COMMISSION
MEETING MINUTES
Thursday, June 13, 2024

In Attendance: Craig Kuehne Linda Scheck
Mayor Bill McLeod Yousuf Ahmad
Ben Gibbs Amy Decker
Pawel Sienko Norm Darling, Chair

Excused: Mark Wondolkowski – Police Department
Jodie Schulz
Hallie Karle – Administrative Events Assistant – General Government

Village Staff: Dan O’Malley, Deputy Village Manager
Jon Pape – Assistant Village Manager
Kevin McGraw – Public Works Department
Sue Tompkins – Finance Department
Michala Souronis – NOW Arena
Kayla London – NOW Arena

CALL TO ORDER

Norm called the meeting to order at 4:02 pm.

APPROVAL OF MINUTES

Craig moved to approve the minutes of the May 9, 2024, meeting, seconded by Pawel, vote taken, Norm abstained, motion carried, minutes approved.

PUBLIC COMMENTS

None

OLD BUSINESS

Norm asked to review the GIS site plan prepared by Kevin.

NEW BUSINESS

- **Vendor Contracts**
Kevin advised that he has processed contracts for generators, tents and porta pottys. Ben advised all entertainers are confirmed. 7th Heaven, Serendipity and Ken Dix will most likely be on an invoice.
- **Bingo**
Lions have been advised of new tent location outside NOW Arena
- **Food Vendors**
Several food vendors need to set up Wednesday, 7/3. Linda will schedule their arrivals.

COMMITTEE REPORTS

FOOD VENDORS – Five tented food booth vendors will arrive on Wednesday, 7/3. Two vendors will set up on 7/5. All food trucks will set up on 7/5.

VOLUNTEERS – No clean up volunteers scheduled this year.

SPONSORS – Pawel advised we currently have \$25,000.00 in sponsorships. Pawel will provide details for on-site tents/electric needed for sponsors to Kevin.

PARADE – Hallie and Amy continue to reach out to organizations, businesses and residents to participate in the parade. About forty entries so far. Schaumburg Radio Club will be onsite to assist. Parade Marshall car will be in line with the Veterans Commission and Memorial replica float.

MARKETING – Craig advised the event website, marquis and social media campaigns have been updated and are active. Craig to provide details to Missy.

KIDS ZONE – no report

ENTERTAINMENT – 7th Heaven, Serendipity, Wedding Banned and Ken Dix will most likely be on an invoice as opposed to contracts. Stage and Sound booth will be installed 7/5.

BEER – selling Bud/Miller.

PUBLIC WORKS – Kevin reviewed the GIS site plan he has created using real measurements and links to the unique websites of participants/vendors/sponsors. The Commission discussed their need to meet onsite before the fest to ensure all are aware of arrival/departure needs of their vendors/activity providers and road closures.

Set-up timeline discussion recap:

Sunday, June 30, 2024

Carnival set up begins.

Monday, July 1, 2024

Road Closure - Prairie Stone/Pratum and Hoffman Blvd

Porta Pottys dropped off

Tuesday, July 2, 2024

7/2-7/4 - walkway installation

Begin tent installations – Kids Zone/info/sponsor.

Wednesday, July 3, 2024

Jersey barriers installed.

Police Dept Command Center and Fire Department set up.

Rented tent installation.

Generator installation

Additional lighting installed.

Food Booth vendors arrive 2:00pm to 8:00pm

Thursday, July 4, 2024

Frosty Dogs Food Truck drop off.

Friday, July 5, 2024

Blackhawk BBQ/Windsor Ice Cream set up 10:00am

Food Trucks arrive – 8:00am – 10:00am

Inflatables for Kids Zone installed.

Kids Zone tented entertainment – start arriving at 10? Depart at 6:00pm?

Stage and sound booth installed.

Security fencing and bike racks installed around the stage.

Ice Chest installed adjacent to Bingo/Arena

Sponsored onsite tent participants arrive -?

Beer/concession stand sets up.

CARNIVAL/FIREWORKS/DRONE SHOW – carnival will run Wednesday to Sunday. Special access for the disabled will be Saturday from 10-noon. Drone Show runs 12 minutes and has synched music to accompany the displays. Wintrust and Village logo will be featured.

BINGO – Dan confirmed the new location of the bingo tent with the Lions.

POLICE – no report.

OTHER BUSINESS

Next Meeting will be on June 24, 2024, at 3:00pm at Village Green/Hideaway.

ADJOURNMENT

Mayor made a motion to adjourn, seconded by Jon, motion carried, meeting adjourned at 4:45 pm.

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