

THE VILLAGE OF HOFFMAN ESTATES
4th OF JULY COMMISSION
MEETING MINUTES
Thursday, May 8, 2025

In Attendance: Mayor Bill McLeod Linda Scheck
Craig Kuehne Pawel Sienko
Amy Decker
Karrie Miletic

Excused: Ben Gibbs
Alicia Guerrero
Sue Tompkins – Finance Department
Michala Souronis – NOW Arena

Village Staff: Dan O'Malley, Deputy Village Manager
Jon Pape – Assistant Village Manager
Kevin McGraw – Public Works Department
Mark Wondolkowski – Police Department
Hallie Karle – Administrative Events Assistant – General Government

CALL TO ORDER

Linda called the meeting to order at 4:05 pm.

APPROVAL OF MINUTES

Craig moved to approve the minutes of **April 10, 2025,** meeting seconded by Karrie, vote taken, motion carried, minutes approved.

PUBLIC COMMENTS

None

OLD BUSINESS

Mayor Bill announced this year's parade marshal will be Jim Fabbrini of Fabbrini Flowers.

Linda shared she has reached out to several non-profit organizations to see if they wanted to run the Bingo tent this year. Mayor suggested we ask Trustee Kinnane if the Knights of Columbus might be interested.

NEW BUSINESS

Kevin shared the site plan he has created that also has links to each vendor/sponsor's website when he hovered over each location. Linda asked if Kevin could meet with her at the site to help determine spaces for Food Trucks since none want to be in the "bean" adjacent to the beer garden.

COMMITTEE REPORTS

FOOD VENDORS – As of May we have 9 food vendors in the large tent, 2 stand-alone tents for Gilmores (they have their own approved tent) and Nothing Bundt Cakes (they need our 10x10 pop up) and 7 food trucks. The deadline to submit applications was April 30th so there will be no more additions. Linda will provide the food booth tent line up and electrical requirements to Kevin. The food trucks do not want to be in the bean. Linda asked if we could put the tented vendors in between the kid's zone tents adjacent to the concession stand, Linda will send Kevin a suggested location plan for the tented vendors and food truck. Kevin and Linda will meet onsite to review options once Pawel has provided his list of onsite activation tents.

VOLUNTEERS – The large tent used for bingo last year will be back as a general seating/dining tent if no other organization opts to run bingo. Linda will reach out to scout troops that provided clean up crews in the past to see if they might be available for clean up shifts this year.

SPONSORS – Pawel reported that we currently have \$32,750.00 in Sponsorships. KIA Elgin requested a change in descriptors to "powered by". Pawel will send changes to Dan. Pawel is finishing discussions with pending vendors that he currently has proposals out to.

PARADE – 2025 parade theme is STARS, STRIPES AND SMILES. Amy and Hallie reported they will check with Mercedes for the Parade Marshall car, who would be driving it in the parade? Santa's Village new ice rink Polar Zone is sending their Zamboni. They are contacting the Volo Museum. Would Elgin Kia want any vehicles in the parade?

MARKETING – website is live and updated. Craig asked all commissioners to review their listings on the site and send him their updates. Marketing programs with the Daily Herald will be starting.

KIDS ZONE - Karrie has provided a complete list of activities for each day. There will be no trackless train 7/5. She showed pictures of each inflatable activity/game. She needs volunteers to man the tents/activities/performances.

If we know what shifts and activities we need volunteers for we can ask Jenn in Mayor's Office to see if she can post details and activate the Village Volunteer site/emails she has sent out in the past.

ENTERTAINMENT – no report

BEER – no report

PUBLIC WORKS – Kevin demonstrated how the site plan works and spoke to future updates. Brief discussion of the vehicles/equipment used for road closures. Kevin asked all to review the site plan (he will email all) for accuracy and send him updates. Kevin is creating signage that includes QR codes for visitors to scan.

CARNIVAL/FIREWORKS/DRONE SHOW – Dan reported the carnival will be onsite Wednesday, July 2nd through Sunday, July 6th. Dan asked that all changes/additions be emailed to him right away. We are going to print week of May 20th. Commission discussed visibility for the drone show - best seen from the fest site side. Fireworks can be seen anywhere on the grounds.

BINGO – If no other group can run Bingo we will keep it as a dining tent. We will keep the beer station even if there is no bingo.

POLICE – Mark asked that all Commissioners send him their details for the Command Center binder. He needs details on entertainers arriving/departing times with their contact info. Kids Zone Entertainers arrival/departure times and their contact info. Food Vendor menus, who will need replenishment drop offs during the fest and contact info. Updates to commissioner's cell phone listing. The Commission discussed safety practices for entertainers/vendors arriving or needing replenishments during the fest after streets are closed. It was agreed that entertainers could access the fest site using the open emergency lane as a drop off equipment point but they would need to park their cars at Tate & Lyle. NO late arriving entertainers will be allowed car access after the roads close. We will have a golf cart and can pick them up in the Tate & Lyle parking lot.

OTHER BUSINESS

Linda asked availability of Mark and Kevin to plan the onsite mandatory vendor meeting for June. Mark is out 6/12. Linda will send a calendar invite to Mark, Kevin and Sue for Thursday, June 5th at 6:00pm.

Next Meeting will be on June 12, 2025, at 4:00pm onsite all Village Green. Meet at Hideaway

ADJOURNMENT

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

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