

**SEPTEMBERFEST MINUTES
MONDAY, JANUARY 8, 2024**

COMMITTEE ROLL CALL

Chair Wiskirchen presiding. Committee members Awick, Braheny, Brown, Concialdi, D'Amelio, Flynn, Fraser, Hamilton, B. Hansen, N. Hansen, Johnson, Lange, Lenoci, Mendez, Mussman, Mytych, Prette, Richter-Papaproko, Sanderson, Schuster, and Todd present. Committee members DeLisa, Flesch, and Webber absent.

STAFF ROLL CALL

Roxane Benvenuti (Special Events Coordinator), *Department of Cultural Services*; Michael Rons, *Fire Department*; Sgt. Adam Wis, *Police Department*, and Sgt. Arein Kalic, *Police Department* present. Tom Wisniewski, *Community Development*; Adrian Marquez, *EPW*; Bob Mamrot, *EPW*; and Tiana Weiler (Director), *Department of Cultural Services* absent.

STUDENT REPRESENTATIVES ROLL CALL

None.

GUEST ROLL CALL

Carol Brey, *Schaumburg-Hoffman Lions Club*; Jack Brey, *Schaumburg-Hoffman Lions Club*; and Mary Wroblewski, *Sons and Daughters of Italy in America*.

CALL TO ORDER

Chair Wiskirchen called the meeting to order at 7:00 p.m.

APPROVAL OF MINUTES

1. November 6, 2023. **Motion to approve made by Mr. Fraser, seconded by Ms. Prette. Voice vote taken, all ayes. Motion carries.**

NEW BUSINESS

1. Alcohol Fees for Participating Vendors Discussion.

After submitting the Septemberfest final report to the Village's Finance, Legal, Administrative and General Government committee, it was brought to our attention that the alcohol fee charged to the Sons and Daughters of Italy in America last year was too low and needs to be increased this year. Thus, we need to discuss increasing the \$3,500 alcohol surcharge fee charged to the Sons and Daughters of Italy in America serving alcohol in two (2) beer tents during all three (3) days of the Septemberfest weekend. Due to the Schaumburg Jaycees organization disbanding and no longer paying a surcharge to participate, the Sons and Daughters of Italy in America organization added Monday to sell all three (3) days last year; however, an additional fee was inadvertently not charged.

To be consistent with the flat fee structure started for the restaurants in 2022, the same flat alcohol surcharge fee of \$3,500 was charged to both the restaurants and Sons and Daughters of Italy in America during the Septemberfest weekend. Although, restaurants also pay separate flat fees for food sales and electricity as

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well. Prior to the flat fees, a percentage of sales was charged to the restaurants and a fee per half-barrel, case and bottle/container was used for non-profit organizations. If the previous surcharges of \$150 per half-barrel, \$35 per case, and \$10 per bottle/container of Sangria & wine were applied last year, the Sons and Daughters of Italy in America would have been charged \$9,930. Thus, an increased flat alcohol fee plus the \$1,500 scholarship support of the Student Representatives would be in line with the previous surcharge amount. The 2023 VOS Alcohol Revenue from Sons and Daughters of Italy in America was \$3,500 while revenue totaled \$9,335 from SADIA & JAYCEES in 2022. Discussion included fee options per day or per tent location. The Septemberfest committee relies on fees from vendors to offset expenses and help Septemberfest stay solvent for the future, while being fair for all involved. Mrs. Wroblewski stated she will meet with her board and have a fair proposal in place by the next meeting on February 5.

APPROVAL OF EXPENDITURES

1. Contract extension status update for shuttle bus service, pony rides, private security, tables, chairs, tents, carnival & novelty vendor, beer & malt beverage provider/sponsor, and main stage production.

One vendor held their pricing from last year, six vendors agreed to an increase within the Consumer Price Index (CPI) average and two vendors are not affected by the CPI. The CPI range for Septemberfest 2024 is 2.3 - 2.5%. In comparison, 2023 was 6.8 - 7.7% and 2022 was 3.8 - 6%.

- **Tent Rental:** the company agreed to hold their pricing from last year with a 0% increase for a total of \$1,883.59 for the Prairie Arts Festival and \$33,544.72 (\$34,187.09 including the police and fire department rentals) for Septemberfest that includes tent sizing and quantity changes for this year.
- **Shuttle Bus:** the company requested an increase of 2.5% for a total of \$32,921.28 (\$65.32 per hour) which is within range of the current CPI of 2.3 - 2.5%.
- **Pony Rides:** the company requested a slight increase of \$5.00 for a total of \$1,625 which is less than the current CPI of 2.3 - 2.5%.
- **Private Security:** the company requested an increase of 2.4% for a total of \$12,720.32 (\$28.25 per hour) which is within range of the current CPI of 2.3 - 2.5%.
- **Table Rental:** the company requested an increase of 2.4% for a total of \$6,065.56 which is within range of the current CPI of 2.3 - 2.5%.
- **Chair Rental:** the company requested an increase of 2.5% for a total of \$3,660 which is within range of the current CPI of 2.3 - 2.5%.
- **Main Stage Production:** the company requested an increase of 2.4% for an estimated total of \$81,228.14 which is within range of the current CPI of 2.3 - 2.5%.
- **Carnival & Novelty Vendor:** not affected by CPI since the specs indicate the agreement for each option year; however, the company agreed to the first option year contract extension with the same fees as last year.

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- **Beer & Malt Beverage Provider/Sponsor:** not affected by CPI since the specs indicate the agreement for each option year that is based on market pricing; however, the company agreed to the first option year contract extension.

Motion to approve the contract extensions for 2024 made by Mr. Flynn, seconded by Mr. Fraser. Voice vote taken, all ayes. Motion carries.

2. Review of generators & light towers quote results and vote.

On December 12, 2023, the quotes submitted for the provision of four generators, two spider boxes with 50' 6/4 cable, and ten light towers at Septemberfest for the year 2024, with options for years 2025, 2026 and 2027 were due. Fourteen requests were distributed. The Septemberfest Committee reviewed the results from five quotes received. Special Event Services Group Inc. subcontracting with Sunbelt Rentals and Charles Energy Services submitted the lowest quotes with the same amount of \$7,200 for Septemberfest of the five quotes received. References for Special Event Services Group Inc. subcontracting with Sunbelt Rentals are each favorable. Last years' experience with Charles Energy Services was poor.

Based on last years' experience, cost considerations and exceptional references, Mrs. Benvenuti recommended that the Septemberfest Committee approve the quote from Special Event Services Group Inc. subcontracting with Sunbelt Rentals of Lombard, Mt. Prospect, and Chicago, IL at a cost not to exceed \$7,200 for 2024. **Motion to approve the quote for generators & light towers submitted by Special Event Services Group Inc. subcontracting with Sunbelt Rentals of Lombard, Mt. Prospect, and Chicago, IL for a cost of \$7,200 for 2024 with three optional one-year extensions for years 2025, 2026 and 2027 made by Ms. B. Hansen, seconded by Mr. Flynn. Voice vote taken, all ayes. Motion carries.**

3. Review of temporary labor quote results and vote.

On December 12, 2023, the quotes submitted for the provision of temporary labor service for Septemberfest totaling 843 hours for the year 2024, with options for years 2025, 2026 and 2027, were due. Eight requests were distributed. The Septemberfest Committee reviewed the results from four quotes received. The evening shift will end at 12 a.m instead of 2 a.m. for a reduction in six hours this year as discussed. KTG Illinois, LLC (Kleen Teem Group) submitted the lowest responsible quote for Septemberfest of the four quotes received. References for KTG Illinois, LLC (Kleen Teem Group) are each favorable. The second lowest quote submitted by Avanti American Services Inc. provided exceptional service to Septemberfest the last seven years and the company is familiar with the Septemberfest layout.

Based on cost considerations and exceptional references, Mrs. Benvenuti recommended that the Septemberfest Committee approve the quote from KTG Illinois, LLC (Kleen Teem Group) of Niles, IL at a cost not to exceed \$18,963.75 for 843 hours for 2024. **Motion to approve the quote for temporary labor**

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submitted by KTG Illinois, LLC (Kleen Teem Group) of Niles, IL for a cost of 18,963.75 for 843 hours for 2024 with three optional one-year extensions for years 2025, 2026, and 2027 made by Mr. Johnson, seconded by Ms. Prette. Voice vote taken, all ayes. Motion carries.

4. Review of electrical services bid results and vote.

On December 15, 2023, the bids submitted for the provision of electrical services at Septemberfest for the year 2024, with options for years 2025, 2026 and 2027 were opened. Thirteen invitations were distributed, and the bid was available on the Village's website. The Septemberfest Committee reviewed the results from two bids received. McWilliams Electric Co., Inc. submitted the lowest responsible bid for Septemberfest of the two bids received. In addition, McWilliams Electric Co., Inc. provided exceptional service to Septemberfest the last thirteen years.

Based on cost considerations, exceptional service, and quality staff who are familiar with the Septemberfest layout, Mrs. Benvenuti recommended that the Septemberfest Committee approve the bid submitted by McWilliams Electric Co., Inc. of Schaumburg, IL at a cost not to exceed \$36,364.98 for 2024. The contract will need to be submitted to the Village Manager for final approval. **Motion to approve the bid for electrical services submitted by McWilliams Electric Co., Inc. of Schaumburg, IL for a cost of \$36,364.98 for 2024 with three optional one-year extensions for years 2025, 2026, and 2027 made by Mr. Todd, seconded by Mr. Lenoci. Voice vote taken, all ayes. Motion carries.**

5. Review of sanitation bid results and vote.

On December 15, 2023, the bids submitted for the provision of sanitation services at Septemberfest and the Prairie Arts Festival for the year 2024, with options for years 2025, 2026 and 2027 were opened. Ten invitations were distributed, and the bid was available on the Village's website. The Septemberfest Committee reviewed the results from two bids received. Oui Oui Enterprises submitted the lowest responsible bid of the two bids received for both Septemberfest and the Prairie Arts Festival. In addition, Oui Oui Enterprises provided exceptional service to both Septemberfest and the Prairie Arts Festival the last thirteen years.

Based on cost considerations, impeccable service, and quality staff who are familiar with the Septemberfest and Prairie Arts Festival layouts, Mrs. Benvenuti recommended that the Septemberfest Committee approve the bid submitted by Oui Oui Enterprises of Chicago, IL at a cost not to exceed \$29,690 for Septemberfest for 2024. Oui Oui Enterprises also submitted a bid on the Prairie Arts Festival for \$1,065.28 and should be awarded the contract for that festival as well. The contract will need to be submitted to the Village Manager for final approval. **Motion to approve the bid for sanitation services submitted by Oui Oui Enterprises of Chicago, IL for a cost of \$29,690 for 2024 with three optional one-year extensions for years 2025, 2026, and 2027 made by Mr. Johnson, seconded by Mr. Fraser. Voice vote taken, all ayes. Motion carries.**

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6. Review of fireworks and/or drone display service proposal results and vote.

On December 15, 2023, the proposals submitted for the provision of either a 15-minute fireworks display or a minimum of ten (10) minute drone display for Septemberfest for the year 2024, with options for years 2025, 2026 and 2027 with a total cost not to exceed \$25,000 for 2024 and currently for each of the optional years, were opened. Twenty-four requests were distributed, and the proposal was available on the Village's website. The Septemberfest Committee reviewed the results from seven proposals received. The fireworks and/or drone display selection team reviewed the optional presentations on Monday, January 8 prior to the regular meeting and four of the seven vendors that submitted a proposal gave a presentation in person, while three vendors chose not to provide a presentation. After much discussion of all seven submittals, the selection team narrowed their choices and discussed their findings with the Septemberfest Committee.

It was determined that the Village can contract for a great fireworks display in-line with previous shows at Septemberfest for a cost of \$25,000 due to product cost increases or offer a drone show at nearly the beginning price point for a display that would include 125-210 drones depending upon the selected company. Fireworks shows have an exciting noise element along with the visual display whereas drones do not so a choreographed music track would be important to include along with a drone show, so it is not silent. In addition, each letter of a word uses approximately 13 drones per basic letter so we could spell Schaumburg and Septemberfest; however, we would not be able to use the Village of Schaumburg or Septemberfest logos in the designs without contracting for a larger number of drones. Thus, it would be ideal to budget to secure approximately 400 drones or offer a hybrid fireworks and drone show. Furthermore, with the possibility of the construction of a new police department next year on the location where the fireworks launch and without another available launch area, the Septemberfest Committee as a group felt it would be best to offer fireworks this year and "go out with a bang" in case they will no longer be able to do so in future years. With the cost of drones decreasing, perhaps more drones could be secured for similar pricing in future years, or a budget increase could be considered.

Johnny Rockets Fireworks provided exceptional service to Septemberfest for fifteen various years. The Septemberfest Committee agreed that Johnny Rockets submitted the best proposal and presentation for Septemberfest for this year. Based on current budget, exceptional service, and quality staff who are familiar with the Septemberfest layout, the Septemberfest Committee recommended Johnny Rockets Fireworks of Vernon Hills, IL for a term of one-year with a potential for three optional one-year extensions. The contract will need to be submitted to the Village Manager for final approval. **Motion to approve the proposal for fireworks services submitted by Johnny Rockets Fireworks of Vernon Hills, IL for a cost of \$24,995 per year with three optional one-year extensions for years 2025, 2026, and 2027 and revisit the possibility of requesting proposals for a hybrid fireworks and drone show or drone display**

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for future years made by Mr. Lenoci, seconded by Mr. Braheny. Voice vote taken, all ayes. Motion carries.

CHAIR REPORT

1. Chair Wiskirchen informed the group that Mrs. Brown (Arts & Crafts Show Co-Chair), Mr. Concialdi (Main Stage Entertainment Co-Chair), and Ms. Schuster (Sponsorship & Marketing Co-Chair) were appointed to the Septemberfest Committee on November 14.

COORDINATOR REPORT

1. Mrs. Benvenuti reported that the 2023 Septemberfest final report was approved at the November FLAGG meeting.
2. Mrs. Benvenuti stated that she worked on the Septemberfest 2024 (FY 24/25) budget proposal with Ms. Weiler, Department of Cultural Services Director.

COMMITTEE REPORTS

1. Arts & Crafts Show: Mrs. Benvenuti reported that she will update the art & crafts application in Eventeny, post to the Septemberfest website, and send out the notification to our contact list this week. Additionally, a paid Call for Artists e-blast with Sunshine Artist will be released on Wednesday, January 31. Furthermore, changes for lunch options for the crafters needs to be discussed.
2. Craft Beer & Wine: No report.
3. Layout & Carnival: No report.
4. Local Stages Entertainment: No report.
5. Main Stage Entertainment: No report.
6. Maintenance & Fireworks: No report.
7. Not-for-Profit Day: No report.
8. Parade: No report.
9. Sponsorship & Promotions: Mr. Flynn reported that he is working on updating all the sponsorship materials to be posted to the Septemberfest website and send out the notification to our contact list by early February.
10. Student Representatives: Mr. Mussman reported that the student representative applications are available; however, we have not received any yet.
11. Taste of Schaumburg: No report.
12. Volunteer: Ms. Prette requested login access to Eventeny for 2024 for her and Ms. Hamilton to update the volunteer registration information.

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STAFF REPORTS

1. Community Development Department (CDD): No report.
2. Engineering Public Works Department (EPW): No report.
3. Fire Department: No report.
4. Police Department: Sgt. Wis introduced Sgt. Kalic who will be assisting him with Septemberfest this year.

COMMENTS FROM THE AUDIENCE

1. Mrs. Wroblewski informed the group about the Sons and Daughters of Italy in America's upcoming Carnevale di Venezia event on Sunday, February 4 held at Empress Banquets in Addison, IL. The RSVP deadline is January 27 and costs \$75 per person to attend. This event is very authentic and is as close as you can get to being in Venezia without your passport. Each year we honor and say thank you to two individuals, one from the Italian community and one from Schaumburg. This year we are honoring Katy Garcia of Riccardo's in Schaumburg. Their website has many photos of last year's event at www.sadia-chicago.org.

ADJOURNMENT

Chair Wiskirchen entertained a motion to adjourn. Motion made by Mr. Todd, seconded by Mr. Mendez. Voice vote taken, all ayes. Motion carries. Meeting adjourned at 8:10 p.m.