

**SEPTEMBERFEST MINUTES
MONDAY, AUGUST 5, 2024**

COMMITTEE ROLL CALL

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

STAFF ROLL CALL

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

STUDENT REPRESENTATIVES ROLL CALL

Edie Silker, *Schaumburg High School* and Daniel Lopez, *Hoffman Estates High School* present. Scott Gilbert, *Conant High School* absent.

GUEST ROLL CALL

Carol Brey, *Schaumburg-Hoffman Lions Club*; Jack Brey, *Schaumburg-Hoffman Lions Club*; Rich Reiss, *Sons and Daughters of Italy in America*; Val Reiss, *Sons and Daughters of Italy in America*; Mary Wroblewski, *Sons and Daughters of Italy in America*; Mike Lange, *Arts & Crafts Show Assistant*, Jerry Jakubczak, *Taste of Schaumburg Assistant*; and Mike Cross, *Arts & Crafts Show Assistant*.

CALL TO ORDER

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

APPROVAL OF MINUTES

1. July 1, 2024. **Motion to approve made by Mr. Sanderson, seconded by Mr. Fraser. Voice vote taken, all ayes. Motion carries.**

NEW BUSINESS

1. None

APPROVAL OF EXPENDITURES

1. None.

CHAIR REPORT

1. Chair Wiskirchen stated that he appreciates seeing so many committee members working together to assist in several areas.

COORDINATOR REPORT

1. Mrs. Benvenuti passed around an order sheet for those requiring new name badges.

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2. We were unable to secure an in-kind donation for yard games in the craft beer & wine area this year so we purchased two Baggo/Cornhole/Bean Bag Toss sets, and one set will have Septemberfest logos, and one set will have Village of Schaumburg logos.
3. Verizon is scheduled to start delivering their LAAMA (LTE As A Mobile Asset; a pull-behind) cell tower on Tuesday, August 13.
4. T-Mobile is scheduled to set up a Ballast Tower same as last year on Wednesday, August 14. T-Mobile was planning on bringing a COLT, but needed to change back to the Ballast Tower they used last year since T-Mobile and Verizon could not agree on the terms of T-Mobile using Verizon's already existing fiber.
5. The transportation and security operations staff meeting is scheduled for Wednesday morning, August 14.
6. The temporary labor staff meeting is scheduled for Wednesday afternoon, August 14.
7. The tent layout meeting with the tent rental company is scheduled for Wednesday, August 21 at 1 pm.
8. The Illinois Liquor Control Commission said they are not available to provide a free BASSET training this year. Mrs. Benvenuti reminded the group that the Schaumburg Septemberfest Operation Straight I.D. training for the Schaumburg Police Department to review information for non-profit organizations including the Sons and Daughters of Italy in America, CPAAAS, and Rotary Club checking IDs and/or serving alcohol will be held Thursday, August 22 from 6 to 6:30 pm in the lecture hall at the Al Larson Prairie Center for the Arts. The volunteer training will follow at 7 pm to review shift duties, distribute volunteer T-shirts, parking passes, and code of conduct information, and Sgt. Wis will discuss radio protocol.

COMMITTEE REPORTS

1. Arts & Crafts Show: Mrs. Lange reported that currently 155 crafters with a total of 199 booth spaces are participating. Mrs. Lange stated the committee needs the arts & crafts labeled parking passes by the next meeting. Friday set-up will begin at 11 am and Saturday set-up will begin at 6 am. The spaces will be marked on the grounds on Saturday, August 24 beginning at 8:30 am.
2. Craft Beer & Wine: Ms. B. Hansen informed the group that six vendors are participating again this year. Two additional vendors would like to bring trailers so EPW needs to review the power requirements before we can let them know if we can accommodate them. Ms. B. Hansen requested set up instructions be sent to the vendors this year due to the change in traffic plan on Summit Dr.
3. Layout & Carnival: Mr. Braheny reported that he will mark the light towers that need to be removed and he is reviewing the EPW "to do" list for Mrs. Benvenuti to update for EPW.

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4. Local Entertainment: Mr. Flesch asked if we are having the directional sign in addition to the LED truck this year. We are checking on the available in-kind signage donation.
5. Main Stage Entertainment: Mrs. Benvenuti stated hotel rooms for the main stage performers were booked.
6. Maintenance & Fireworks: Mr. Lenoci and Mr. Webber picked up all the donated supplies from Home Depot.
7. Parade: Mrs. Natalie Hansen reported we have currently received 57 parade applications.
8. Sponsorship & Marketing: Mr. Flynn reported that cash and in-kind sponsorship totals are currently \$118,000 and \$20,000, respectively working towards a high goal of \$140,000 that was estimated for this year. The team is lining up content for social media posts and the LED screens.
9. Student Representatives: The students attended the July Sons and Daughters of Italy in America meeting and thanked the organization for hosting them. They approached the National Honor Society for volunteers, and are helping with the volunteer training on Thursday, August 22.
10. Taste of Schaumburg: Mr. Johnson reported the Taste of Schaumburg food & beverage restaurant meeting is scheduled for Tuesday, August 13 from 2-4 pm.
11. Taste of Schaumburg's Not-for-Profit Day: Mr. Sanderson reported that we have 15 non-profit groups participating with 14 of them under the food and beverage tent, and one located west of Village Hall by the flagpole.

Mr. Sanderson informed the group that the ice company we contracted with is out of business so he and Mr. D'Amelio worked with Mrs. Benvenuti to obtain quotes. We will be contracting with Sisler's Ice located in DeKalb and they will be bringing two 16' x 8' trailers that operate on electricity instead of diesel fuel so EPW will be providing power to the trailers. Mr. Sanderson stated that he and Mr. D'Amelio checked out the trailers at another event and they will be easier to get in and out of to deliver ice but requested some steps for the two trailers. The ice is sold in 20 lb. bags instead of 16 lb. bags like last year and cost less per bag so they will still be sold for \$7 per bag to cover the cost of the trailer rental.

12. Volunteer: Mrs. Hamilton said the volunteer training is scheduled for Thursday, August 22 from 7-8 pm. The volunteer T-shirts were ordered. Mrs. Hamilton requested social media posts include a request for volunteers and is included in the Village's Progress Report as well.

STAFF REPORTS

1. Community Development Department (CDD): No report.

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2. Engineering Public Works Department (EPW): No report.
3. Fire Department: Mr. Rons stated the fireworks permit was approved.
4. Police Department: No report.

COMMENTS FROM THE AUDIENCE

1. Mrs. Brey stated that volunteers are needed for the Bingo tent.

ADJOURNMENT

Chair Wiskirchen entertained a motion to adjourn. Motion made by Mr. Flesch, seconded by Mr. Fraser. Voice vote taken, all ayes. Motion carries. Meeting adjourned at 7:40 p.m.