

**VILLAGE OF HOMER GLEN and HOMER TOWNSHIP  
PARADE AND FESTIVAL COMMITTEE**

Meeting Minutes

**Tuesday, May 31, 2016 – 6:30 p.m.**  
Homer Township Administration Office  
14350 W. 151<sup>st</sup> St. – Homer Glen

**1. CALL TO ORDER**

The meeting was called to order at 6:30 p.m. by Co-Chairman Mike Costa.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL: ESTABLISH QUORUM**

Present: Mike Costa, Mary Pat DeGrassi, Mike De Vivo (present 6:39), Ann Holtz, Ed Kalas, Mike McGowan, Linsey Sowa, and Debbie Stevens.

Absent: Carlo Caprio, and Chris Locacius.

Also present: Dave Bricker, Lt. Brian Conser, Todd Fanfara, John Robinson, and Sue Steilen.

**4. AMENDMENTS TO AGENDA**

None.

**5. APPROVAL OF MINUTES**

Linsey Sowa made a motion to approve the minutes from the April 19, 2016 meeting as amended. Second was made by Mary Pat DeGrassi.

All were in favor. Motion carried.

Item 9c. was amended to read, "Linsey Sowa will work with Mike McGowan and Chris Locacius" and item 10 motion was amended to show that Mike Costa made the motion. . ."

**6. PUBLIC COMMENT/INPUT**

None.

**7. ANNOUNCEMENTS –**

None.

**8. OLD BUSINESS (Motion or action may be requested)**

**a. Vendors/Vendor Tent**

Ann Holtz made a new drawing of the vendor tent and will give Mike Costa a copy. There are 12 vendors committed at this time. Vendors will bring their own table and chairs. John Robinson mentioned that the Village has six large, eight-foot round banquet tables if needed. About three or four vendors will need electricity. Vendors include Yolo Glow, Face Painting, Bees Bows, HMCT Gems, Twisted Cookie, Clothing Company, Dottera Essential Oils, Dazzle (purchased two booths), The Secret Knoll, Urban Ensembles, and Crème by Sarah Ashley. The tent has been ordered and there will be two sides (east and south). The vendor fee for Face Painting will be 10% of sales. Face Painting banner sign will be placed on the sign.

**b. Beer Tent**

**i. Beer Selection Finalized**

Lake Shore Beverages was chosen as the beer vendor. A larger variety was chosen.

Bud	ShockTop Shandy	Lemonade Rita
Bud Light	IPA	Red Wine
Stella	312	Chardonnay
Stella Cidre	O'Douls	

- ii. **Update on meeting with Lakeshore Beverage**

Coolers and a small refrigerated trailer will be provided by the vendor. Workers will also be provided. Ann Holtz will ask the vendor to provide a Strawberry Rita. Big banner signage listing selections will also be provided.

Maggie Speaks wanted to do some promotional giveaways. Some local restaurants have provided gift cards.
- c. **Food Vendors**

Everything has been sent to the Health Department. There are six food vendors. Ann Holtz is waiting for a confirmation from the Health Department for the pre-event meeting.

Konows will have an independent corn roaster at the end of the food vendor tents by the Smokin Z booth. The corn will be sold from the Cool Creations booth. Carlo Caprio was following up to get a better understanding of how this will work. Mike Costa will follow up with Caprio. Mike De Vivo suggested that Konow pay a \$100 fee for the extra spot used by the corn roaster. In the future, the food vendor contract will specify a policy for this type of situation.
- d. **Security/Services**

The Will County Sheriff's Police and Auxiliary are organizing the detail. Lt. Conser has posted the jobs for the Homer Glen's Sheriff's. Mike Costa reported that the night security will cost \$10 an hour more, which is about \$200 more than previously. Their insurance company may require an agreement. Linsey Sowa stated that we will have to have an agreement with all providers. Sue Steilen and Linsey Sowa will work together with the service providers to coordinate the insurance requirements which include an agreement in writing and certificates of insurance.
- e. **Fireworks/PreFireworks-kid zone**

Tomorrow at 2:00 there is a pre-shoot fireworks meeting for first responders. Music and everything is fine. Mike Costa will talk to Carlo Caprio about using KC Audio to get the fireworks music to the fest site.

The Kid Zone inflatable will get power from the tower using an extension cord. Ann Holtz will check on the House of Music. Debbie Stevens prepared an "Additional Operations Agreement" for the carnival's inflatable. However, the carnival may not be able to man the inflatable.
- f. **Sponsorship**

Ann Holtz has received verbal and email confirmations for an additional \$3000, which pushes the sponsorship total over \$15,000. Bettenhausen would like to place two vehicles at the festival grounds. There were questions about liability and insurance. A suggestion was made to have him put the cars with advertisement in the parade instead because our vendor policy is to sell something. Mike De Vivo signed a fireworks sponsorship agreement with Meijer for \$6,000 (not included in the \$15,000).
- g. **Even Cash Management**

Ann Holtz, Sue Steilen, Linsey Sowa, and Pam Meyers will meet next week. There is not enough time this year to setup a procedure for processing credit cards.
- h. **Footprint**

Mike De Vivo reported that nothing has changed.
- i. **Craft Services**

Meats will be donated again this year.
- j. **Carnival**

Mega Passes go on sale tomorrow (June 1). The presale cost is \$55. At the event cost is \$65. Banners can be printed at the Highway Department. The carnival is providing prizes for the special needs kids.
- k. **Bands/Audio**

Ann Holtz is working out the promotional marketing items and checking to see if any other bands want to participate. Linsey Sowa will follow up with Carlo Caprio for the KC Audio contract.

**l. Tent Rental**

Two weeks before the event, the tent rental will be confirmed.

Two 10x10 tents for the entrance with five counters and five skirts.

One 10 x 10 tent with sides for special needs

Five 15x15 tents for food vendors.

Mike De Vivo and Ann Holtz will send the footprint to the tent supplier.

Deputies or Auxiliary are to be stationed by the cash, liquor, and entrance/exit.

Ann Holtz and Linsey Sowa will talk to each other about tent insurance.

Mike De Vivo will supply a wooden ticket booth. The carnival will also provide a booth.

Mike De Vivo will start staging all the fest items in the garage.

Blue garbage cans will come from the Stallions. Linsey Sowa will check into getting two gators

Last year Aqua Pools provided gators for the parade.

Mike De Vivo will get the garbage bags.

**m. Advertisement**

Debbie Stevens is coordinating the advertising with 22<sup>nd</sup> Century Media. An ad ran in the Summer Fun Guide. On June 9, a quarter page will run in the Homer and Lockport papers. A center spread will be in the June 16 Homer paper. The 3x6 (1/4 page) will be in the Lockport, Orland, Mokena, New Lenox papers. A quarter page will be in the Homer and Lockport papers on June 23, opening day. Between June 9 and June 23 there will be a web ad for Homer, Orland, and Lockport. All advertising stayed within the \$4,000 budget.

**n. Special Needs Day**

Linsey Sowa emailed applications to all of the past participants. T-shirts for the special needs day will be donated by the t-shirt supplier who submitted the lowest RFP. The shirts will feature the fest sun logo and the words "Pre-Carnival Party." Fifteen families have registered.

**o. Volunteers**

Linsey Sowa sent emails to contacts for volunteers. Because of eliminating the wrist bands, a few less volunteers may be needed. However, there is a need for more adult volunteers. There are enough volunteers for Special Needs Day. More high school students are needed for the other days. When the center ad is laid out, it will include a request for volunteers. Anyone interested in volunteering should contact Linsey Sowa.

**p. Parade performer update**

Mary Pat DeGrassi reported that everything is going well. There are 15-20 applicants so far. Deposits have been sent for paid performers. Mike Costa suggested that a note be put in the instructions to parade participants to arrange for pickup (or ride back to Bengtson's) in the subdivision at the end of the parade.

**9. NEW BUSINESS (Motion or Action may be requested.)**

**a. Buses**

Mike De Vivo reported that three buses will be ready for Thursday.

**b. Parking**

Mike De Vivo reported that everything is fine.

**c. Posters**

Ann Holtz and Mike De Vivo will work together on posters and signage. Todd Fanfara and Ann Holtz will distribute posters to businesses. One hundred of each posters were ordered and members took posters for distribution.

**d. Signage**

Mike De Vivo will pull out all of the past signage this week.

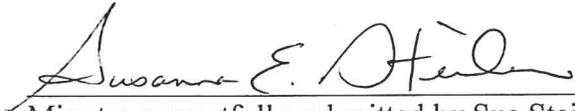
Last year after the fireworks, there was a lot of debris in the park. Ways to clean up the debris need to be determined. Mike De Vivo will bring it up at the Fireworks meeting on June 1.

10. **NEXT MEETING –6/7/16**

The next meeting will be held at the Township office on Tuesday, June 7, 2016.

11. **ADJOURNMENT**

Marty Pat DeGrassi made a motion to adjourn. Second was made by Ann Holtz. Meeting adjourned at 7:55 p.m.

A handwritten signature in cursive script, appearing to read "Susan E. Steilen", written over a horizontal line.

Minutes respectfully submitted by Sue Steilen