

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

Meeting Minutes

**Tuesday, February 16, 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 6:32 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 at 6:40), Ann Holtz (left at 8:09), Ed Kalas, Chris Locacius, Linsey Sowa, and Debbie Stevens.

Also present: Dave Bricker, Todd Fanfara, Sue Steilen, and Chief Robert Tutko.

Absent: Carlo Caprio, and Mike McGowan,

**4. AMENDMENTS TO AGENDA**

None.

**5. APPROVAL OF MINUTES**

Ann Holtz made a motion to approve the minutes from the January 19, 2016 meeting as amended. Second was made by Linsey Sowa.

All were in favor. Motion carried.

Item 8.c. third sentence was amended to read, "The carnival has agreed to give Debbie Stevens a check for \$5,000 that will pay for two bands."

**6. PUBLIC COMMENT/INPUT - None.**

**7. ANNOUNCEMENTS - None.**

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

**a. Beer – Anthony Nardo –Lakeshore Beverage Proposal**

Ann Holtz spoke with Anthony Nardo-Lakeshore Beverage. Kozol included a \$1,000 sponsorship. Nardo has agreed to a \$3,000 sponsorship. She said no to a Right of First Refusal with Nardo. A. Holtz will talk to Kozol to see if he is going to match Nardo's terms or do better. Nardo cannot offer Miller Lite. Committee members were asked to question other people to see if offering Bud instead would make a difference. Ann Holtz will call Kozol next week and will notify committee members when a meeting is scheduled.

**b. Vendor Area**

Ann Holtz met last week with Ann Anderson (resident), Jane Bushong (Homer Township Chamber of Commerce), Mike De Vivo, Karen Mulcahy (Resident), Denise Rutter(resident), Sue Steilen, and Debbie Stevens to discuss a possible vendor area. She is proposing a tent for vendors, which would be an area inside a larger family area tent. Discussion took place. The following items were suggested for the vendor area:

Priority would be given to Homer residents.

Residents would be given a deadline to respond by before offering space to others.

16 Vendors if space is 10x10.

Need light.

Vendors can't pack up early.

The festival is not responsible for security.

Electricity will be provided for an extra fee.

Need to know the crowd limit size before deciding on the tent size.

Vendors provide their own tables.

Only banners that vendors can have would be in front of their table.

Vendors will have products that are for sale on site (cash and carry).

No service vendors.

Nothing asking people for personal information.

No raffles.

**Motion** made by Mary Pat DeGrassi, second was made by Ann Holtz.

That we investigate further the opportunity for having a vendor/craft tent area for approval at the next meeting.

All were in favor. Motion carried.

Ann Holtz intends to get sponsors to help cover the cost of tent.

Mike Costa emailed the tent supplier (Classic Party Rentals) for a quote on a 50x80 tent.

**c. Footprint**

Food Vendors

Ann Holtz has received verbal confirmations from some of last year's food vendors. Rubi Agave is coming this year. There is potential for eight (8) vendors. Participants from last year will have first priority. They will have a deadline to get their application in before the space is offered to others. There were six (6) food vendors last year. There are new owners at Steamers, Pepe's, and Mullets. Ann Holtz will contact the new owners.

NuWay will be asked to provide additional porta johns and six water stations and if they can service the event midday on Saturday.

Mike De Vivo can extend the fence on the west side of the beer tent to get more people on that side. Some parking space may be lost, but parking is only difficult on Thursday and Friday night. Remote parking needs to really be promoted early and to sound attractive.

After the returning food vendor deadline is met, another deadline will be for Homer businesses, then the space will be offered to vendors outside of Homer. Vendors need to be positioned so that cooking areas are back to back. An additional grill area may be needed.

**Motion made by Ann Holtz, second made by Linsey Sowa.**

Food vendor booth fees are to be raised to \$450 plus an additional \$100 refundable deposit for leaving the booth broom swept clean.

All were in favor. Motion carried.

**d. Sponsorship**

Ann Holtz discussed what other communities are offering for sponsorships and distributed ideas for additional opportunities offer Fest sponsors. Ideas such as selling glow-in-the-dark items at

the Fireworks were also presented. One sponsor idea was to have sponsors for the carnival rides. Debbie Stevens will talk to the carnival to see if this is something that can be done. Specific fest locations would be targeted to specific sponsors (e.g., Silver Cross to sponsor the First Aid tent). Ann Holtz would like to get the sponsorship information in the mail by March 1. Committee members were asked to review the list of sponsorship ideas and given Ann their top six by Friday, February 19.

**e. Event/Weather Insurance**

Mike Costa obtained another quote for event weather insurance from HCC Specialty. A total of three quotes were received: 1) John Purgini, 2) Ascend, and 3) HCC Specialty, which really was the same as Ascend. The cost would range from \$5,000 - \$7,000.

**Motion made by Mike Costa, second was made by Mary Pat DeGrassi.**

Recommend to the Boards to not take the weather insurance. Information is to be presented to the Boards with the option to take out the insurance themselves aside from the Committee.

All were in favor. Motion carried.

**f. Anniversary Celebration**

Nothing was prepared for today. A suggestion was made to have on one of the big nights where all living, past officials would be invited for recognition. This is to be kept on the agenda and voted on at the next meeting.

**g. Carnival**

Debbie Stevens is requesting a check for \$5,000 made out to the Village of Homer Glen from the carnival to pay for the bands. When she gets it, she will bring it to the Village.

**h. Bands – Recommendation from IMLRMA & TOIRMA**

The insurers have reviewed all of the band contracts. They are making a recommendation that the Fest purchase the insurance provided in the Maggie Speaks contract to name the fest as additional insureds. The cost is \$125. Linsey will verify if that is for each entity as named or just one fee.

**Motion made by Linsey Sowa, second was made by Mary Pat DeGrassi.**

To pay to be named as additional insureds on the Maggie Speaks Certificate of Insurance as recommended.

All were in favor. Motion carried.

**i. Tent Rental**

Mike Costa reported that the cost is about \$14,000, which is up a little from last year. He is going to reach out to the old sales representative to see if they can do better.

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

**a. Beer Tent Organizations**

Past problems included organizations not bringing enough people, drinking while serving, and people that are not serving but behind the table are drinking. Rules to be implemented this year. No drinking under any circumstances while serving.

No drinking behind the selling table.

Mike DeVivo suggested that the Sheriff's office assist with enforcement and have a deputy there while the rules are being explained and remind the individuals that they will be enforced. Linsey Sowa will talk to the Sheriff's about assisting.

The margaritas were not served properly. A uniform measure and procedures to explain exactly how to serve the margaritas will be provided. During training, individuals will demonstrate how to make one to show they understand.

**Motion made by Mary Pat DeGrassi, second was made by Mike DeVivo.**

To proceed with contacting organizations for the beer tent.

All were in favor. Motion carried.

**b. Advertisement**

Sue Steilen will follow up to make sure that the publicity will be sent to the Chicago Southland Convention Visitors Bureau.

**c. Special Needs Day**

Last year worked well. Carnival will be contacted to see if the day can be Friday and to open early again. If someone wants to sponsor the day, a t-shirt can be provided or a give-away. Rain ponchos are to be purchased in case of rain.

**10. NEXT MEETING – Tuesday, March 15, 2016**

Agenda for next meeting is to include something for Sunday. What can be done to attract more people? Mary Pat DeGrassi will talk to Barb and Jackie about something for seniors. Readdress what to do about a fatality and how to respond and discuss a disaster plan.

**11. ADJOURNMENT**

Mary Pat DeGrassi made a motion to adjourn. Second was made by Ed Kalas. Meeting adjourned at 8:37 p.m.



Minutes respectfully submitted by Sue Steilen