

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

Meeting Minutes

Tuesday, May 17, 2016 – 6:30 p.m.
Homer Township Administration Office
14350 W. 151st St. – Homer Glen

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL: ESTABLISH QUORUM

Present: Carlo Caprio, Mike De Vivo (present 6:37), Ann Holtz, Ed Kalas, Chris Locacius, Mike McGowan, Linsey Sowa, and Debbie Stevens.

Absent: Mike Costa, and Mary Pat DeGrassi

Also present: Vicki Bozen (present 6:38), Dave Bricker, Todd Fanfara, Sue Steilen, and Chief Robert Tutko.

4. AMENDMENTS TO AGENDA

None.

5. APPROVAL OF MINUTES

None were presented.

6. PUBLIC COMMENT/INPUT

None.

7. ANNOUNCEMENTS –

None.

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

a. Vendors/Vendor Tent

Half of the vendor spaces have been sold. There are 15 spaces. Seven applications have been confirmed, and one is a maybe. All vendors are to be cash and carry.

i. Evaluation/Selection of vendors

Three vendors have requested to sell items at the fireworks. One had approached the committee a few years ago and just wanted to roam around selling items from their carts. Another was a company out of Peoria that wanted to have a carnival type game and sell at the fireworks only. The third, Yolo Glow, submitted an application to sell their products just at the fireworks for a \$200 fee. The vendor tent fee is \$150. There was concern about allowing a vendor to sell at the fireworks. This will be a trial year.

Motion: Carlo Caprio made a motion to allow the Yolo Glow to sell on Thursday night only for \$200, with conditions of a modified contract. Second was made by Ed Kalas.

All were in favor. Motion carried.

Moving forward a procedure will be established for vendors at the fireworks.

ii. Insurance requirements

All food vendors and any vendor selling products that are used on skin need a certificate of insurance (COI). Sue Steilen and Ann Holtz will work on getting COIs from vendors.

A. Holtz has hold harmless agreements for all vendors that have submitted applications.

Ikes and Bold Mind were disqualified because they did not follow the RFP. The Print Exchange quote was significantly lower than the other proposals.

Motion: Chris Locacius made a motion to go with the Print Exchange pending review and clarification. If there is a problem, the second choice is Marathon. Second was made by Ann Holtz.

All were in favor. Motion carried.

e. Security/Services

Carlos Caprio reported that he and Mike Costa met with Lt. Brian Conser and Mike Gamperl of the Will County Sheriff's Auxiliary. The security program will be the same as last year with the cost as close to last year's (\$8,016.19) as much as possible. Depending on what parking lot cars come from, 151st will be one way after the fireworks. Some will go east and some will go west. Parking is to be handled by the Homer Township Highway Department. Roads will be open after the parade when last person has cleared, by 1:00 p.m. Benston's has been confirmed for the parade and Thursday night.

f. Fireworks/PreFireworks-kid zone

Everything is fine so far. A full set of songs has been established. The library will shut down early. The Highway Department will park trucks in the main entrance of the library driveway to prevent cars from entering there. Mike De Vivo has posters. Tony from the House of Music stopped in to see Linsey and wants to do a free performance with kids ages 9 to 18. He needs an electric outlet and will bring his own stage. Consensus was that this was too much to take on for this year. There were also concerns about taking away attendance from the carnival on Thursday. Ann Holtz will contact the House of Music and suggest that they be in the parade. Todd Fonfara reminded the committee that the Building Department needs to see the stakes on the bounce house, and the Fire Department needs to see the State inspection sticker. The Township also needs to know where the bounce house is to be placed so that it does not hit any irrigation equipment.

g. Sponsorship

Ann Holtz has not heard from Elite Dance Studio, so she will tell them that they will not be at the Fest.

The sponsorship total to date is just shy of \$12,000. Chi-Town Harley-Davidson is sponsoring the t-shirts. Their logo will be placed on the back of the t-shirts. Volunteers will have orange shirts. Committee will have black shirts. Mike McGowan and Linsey Sowa will work on the print colors for the t-shirts. Special Needs t-shirts color will be decided once the print colors have been chosen.

h. Carnival

Debbie Stevens has the mega passes. The Highway Department will start selling the mega passes on June 1. Ed Kalas will talk to T-Time about selling passes this year. The advantage to selling passes at T-Time is that they are open in the evening and on Saturdays.

i. Bands/Audio

Nothing has changed. Carlo Caprio has the contract for KC Audio and will get his insurance information. Maggie Speaks has a marketing department which promotes their shows on Facebook and other social media. They are willing to put something together to help promote their show and our event. Some ideas they had were to have a package giveaway, or sing on

stage with the band, special reserved seating, or a meet and greet with the band. Ann Holtz suggested that the Highway Department print a back drop on Tyvek to be used for a meet the band or picture taking opportunity for other bands as well. Consensus was to only do whatever did not involve any funds or additional fest time. Bands could set up tables to sell CDs or throw out promotional items (e.g. t-shirts) to the audience. Ann Holtz will contact the marketing person from Maggie Speaks. Carlo Caprio will do MC items and will work out details for announcing sponsors with Ann Holtz.

The Highway Department will print banners for sponsors.

j. Tent Rental

The order is in. The insurance portion needs to be completed.

k. Advertisement

Debbie Stevens has worked out the ad for the Summer Fun Guide with the Homer Horizon. There are multiple advertising options. Mike De Vivo will be interviewed by Tom Czaja for an article on the Fireworks. Mike will emphasize parking and the need to get there early. Linsey Sowa has also contacted Tom Czaja for a pre-event article. The Daily Southtown will also be contacted. Advertising will stay within budget.

l. Special Needs Day

People are stopping in at the Township office to fill out applications. There is a good amount of interest. Ponchos will be available in case of rain. There will be t-shirts for the kids. Getting volunteers for Special Needs Day is going well.

m. Volunteers

Linsey Sowa has sent a request for volunteers to the high school and a press release for seeking volunteers to the Homer Horizon (which hasn't run yet). The high school students tend to wait until closer to the event. Volunteers are needed. Committee members were encouraged to help find volunteers and send information to Linsey Sowa.

n. Parade-performer update

Contracts have been signed with the following:
Patriots Brass Band – a nationwide organization
Costume Parade – action figures and princesses
Pyro Technique Group – Dancers with flaming items
Dancers and Steel Drums
Clown Stilt Walker
Chicago Honey Bear Dancers
Event poster also features promotion for the parade.

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

The Highway Department provides an employee to staff the volunteer food area in their building. Carlo Caprio will talk to George about providing food for volunteers. Food to include premade sandwiches, apples, bananas, cookies . . . Mike and Marcia DeVivo will also go shopping for food and be reimbursed from the fest.

a. Event Cash Management

Sheriff's will be placed outside of trailer. Discussion about adding additional to staff to assist with running money and counting in the trailer. Ann Holtz will talk to John Sawyers about acceptance of credit card options. Todd Fonfara will donate hot spot puck if needed. If possible

credit cards can be used for sponsors, vendors, mega pass sales and beer ticket sales. Carlo Caprio will get the ATM.

b. General Policies

i. Ex-animals, bag search, etc.

No change to smoking policy. Service animals only are allowed. Bag searches will be allowed. No weapons allowed sign will be posted. There are no policy changes from last year. The carnival will be notified that Mike McGowan is authorized to take pictures.

10. NEXT MEETING -5/31/16

The next meeting will be held at the Township office on Tuesday, May 31, 2016.

11. ADJOURNMENT

Carlo Caprio made a motion to adjourn. Second was made by Linsey Sowa. Meeting adjourned at 8:45 p.m.


Minutes respectfully submitted by Sue Steilen